



## **BPP Job Description**

<b>Job Title</b>	HR Tutor & Coach
<b>Department</b>	<b>School of People and Skills Development</b>
<b>Location</b>	<b>Home Based</b>
<b>Travel requirements</b>	Monthly to a BPP Centre and other as required
<b>Contract type</b>	<b>Full time and permanent</b>
<b>Hours of work</b>	<b>37.5</b>
<b>Reporting lines</b>	HR Performance Manager

### **Job Purpose**

BPP's School of People and Skills Development are recruiting for a HR Tutor & Coach role to accommodate the needs within the school, across our HR Level 3 and Level 5 Apprenticeship programmes. We are looking for highly motivated, HR practitioner-experienced candidates to bring high quality support, nurture and develop talent within the sector. The overall purpose of the role is to support each Apprentice to develop their Knowledge, Skills and Behaviours and successfully complete their Apprenticeship through both delivery of teaching and coaching.

### **Key Responsibilities**

- Provide a structured and appropriate development journey for the apprentices enabling them to maximise their full potential
- Delivery of induction sessions, on-programme knowledge modules and industry relevant skills and behaviour sessions both face to face and via online platforms
- Establish good working relationships with Apprentices, understand their role in the workplace to best support their journey
- Carry out regular review calls with Apprentices and their Line Managers to ensure progression with their studies
- Produce written records of Review calls for each Apprentice with agreed SMART Targets to stretch and develop the Apprentice in line with Apprenticeship Standards
- Assess and provide feedback to the apprentice on their progress and submission against Knowledge, Skills and Behaviours, relevant to their Apprenticeship Standards and as per the programme timeline
- Provide additional calls and support to Apprentices when required and to ensure target retention
- Support and guide Apprentices through all steps and stages of Gateway and End Point Assessment required for their Apprenticeship to meet Completion Rates

- Using the Management information system, conduct weekly analysis on Apprentices data and update the central Global Tracker
- Support Apprentices with their Functional Skills progress and liaise with the Functional Skill Team where necessary
- Work collaboratively with Client Services, Line Managers and Apprenticeship support teams
- Communicate effectively with learners via the VLE/Hub and other appropriate tools and actively encourage learner engagement with their programmes using resources available
- Provide academic (both pre-submission via advice on continuous development of learner e-portfolios and post-submission) and safeguarding support to learners
- Contribute to the development of appropriate programme systems
- Facilitate and moderate discussion forums on their VLE/Hub
- Any other activities as and when required by the School

### **Skills, experience & qualifications required - Essential**

- CIPD-qualified at HR Level 5 (Certificate or Diploma)
- HR Practitioner experience
- Experience of working autonomously
- Experience of managing multiple stakeholders
- The ability to effectively plan, organise and prioritise own workload
- Excellent written and verbal communication skills
- Self-motivated
- Excellent presentation skills
- Excellent customer service skills
- Ability to communicate professionally and work closely with and support stakeholders
- Excellent computer/IT skills
- Experience of working autonomously and managing own workload efficiently effectively
- An ability to take responsibility to develop own knowledge and skills

### **Skills, experience & qualifications required - Desirable**

- Industry relevant accreditations or certificates
- CIPD membership
- Experience of working with Apprenticeships
- Understanding/Experience of ESFA and OFSTED
- Some experience in teaching at the graduate or professional level or of delivering training and seminars in a commercial context, relevant to the discipline
- Coaching/mentoring both formally and informally
- Work place training
- Experience at using video/webinar conferencing systems
- Experience of working in an academic environment

The successful candidate will be required to undergo an enhanced DBS check

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).