

**BPP Job Description**

**Job Title** Law School Tutor

# Department Law School

**Contract type** Full-time or part-time, permanent

**Reporting lines** Reports into Head of Faculty

# Job Purpose

A Law School Tutor has the following core areas of responsibility:

* Teaching on a range of law school programmes and subjects as required
* Creating and marking assessment materials
* Contributing to curriculum development work, including scholarship and innovation, planning and evaluation and updating programme materials
* Providing pastoral support and guidance of students and/or skills development coaching on relevant programmes and modules
* Ensuring regulatory compliance with BPP systems and processes
* Contributing to internal and external BPP marketing, business development, outreach and employability activities.

Through this, you will work with and support the faculty in delivering excellence in teaching, materials and pastoral support within a compliant regulatory framework.

# Key Responsibilities

* Prepare for and teach on a range of Law School programmes and subjects, keep abreast of new developments in relevant areas of law and practice and be a subject matter expert. Undertaking all training and development and attend regular practice area and module team meetings to ensure uniform delivery of modules
* Create and mark assessment materials (formative and summative)
* Contribute to curriculum development work, including scholarship and innovation, planning and evaluation and update programme materials.
* Undertake appropriate scholarship activities that contribute to the discipline of professional legal education
* Enhance the student experience and provide academic and pastoral support and guidance of students throughout their academic studies, and ensure students are directed to an appropriate BPP operational services when necessary
* Ensure regulatory compliance with BPP systems and processes
* Attend all training to ensure up to date knowledge of BPP systems and processes
* Contribute to internal and external BPP marketing, business development, outreach and employability activities. Engage with and attend pro bono and careers related activities
* Work towards attainment of the level 7 PGCPHE or Fellowship of the HEA in accordance with BPP’s learning and teaching strategy
* Undertake other responsibilities within the remit of the role generally.

# Skills, experience & qualifications required

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| Descriptor  | Essential  | Desirable  |
| Qualified solicitor |   |   |
| First degree  |   |   |
| Professional qualification  |   |   |
| Teaching qualification or in progress  |   |   |
| Knowledge of the UK Higher Education and Law School sector  |   |   |
| Fellowship of the HEA  |   |   |
| Experience of cross team project work and task management  |   |   |
| Subject/Practice experience of the Module  |   |   |
| Good IT skills  |   |   |
| Excellent written and verbal communication skills  |   |   |
| Good pastoral skills  |   |   |
| Experience of academic assessment drafting, scrutinising and marking or audit |   |   |
| Facilitate student evaluation where appropriate  |   |   |
| Facilitate student feedback to aid learning  |   |   |
| Facilitate student support  |   |   |
| High personal standards of accuracy and attention to detail  |   |   |
| Ability to delegate and set realistic targets for others  |   |   |
| Ability to lead, motivate, develop, challenge and inspire people  |   |   |
| A willingness to listen and seek out the opinion of others  |   |   |
| Ability to work well as part of a team  |   |   |
| Strong skills in organisation, planning, prioritisation |   |   |
| Able to deal with difficult/sensitive issues and manage conflict  |   |   |
| Evidence of CPD  |   |   |
| Master’s or PhD or in progress  |   |   |

# Skills, experience & qualifications required - Desirable

1. A teaching qualification relevant to the discipline
2. Fellowship of the HEA