**Tutor – Standard (i.e IT)**

**Role Profile**

* **Role Title**: Tutor
* **Pay Grade**: Dependant on Standard area
* **Location**: Remote
* **Reporting To**: Head of Training
* **Working Hours**: Full-time (37 hours per week)

**Role Purpose**

As a **Tutor** in the BPP Education Group you will play a pivotal role in shaping the skills and competencies of apprentices in your technical field. Your primary responsibility is to deliver high-quality training programs, equipping apprentices with the knowledge and practical abilities required in their chosen area. You will work closely with apprentices and other stakeholders to ensure that your teaching covers all the knowledge that is required for the successful completion of their apprenticeship.

**Key Responsibilities**

1. **Delivery of Training**:
	* Conduct remote training sessions, workshops, and practical demonstrations. (Face to Face session may also be required)
	* Facilitate hands-on learning experiences, allowing apprentices to apply theoretical knowledge in real-world scenarios.
	* Use a variety of teaching methods, including presentations, group activities, and interactive discussions.
2. **Assessment and Evaluation**:
	* Assess apprentices’ progress through formative and summative assessments.
	* Provide constructive feedback to help apprentices improve their skills.
	* Monitor attendance and maintain accurate records.
3. **Individual Support**:
	* Offer one-on-one support to apprentices who need additional assistance.
	* Address any barriers to learning and adapt training methods as needed.
	* Foster a positive and inclusive learning environment.
4. **Industry Engagement**:
	* Collaborate with employers, industry bodies, and professional associations to stay informed about industry trends and best practices.
	* Attend relevant conferences, workshops, and networking events.
5. **Training Program Development**:
	* At times you may be asked to help with the design and or development of technical training programs tailored to the specific needs of apprentices in your subject area.
	* Collaborate with Programme Leads to create engaging and effective training content.
	* Ensure alignment with apprenticeship standards and industry requirements.

**Qualifications and Skills**

* **Technical Expertise**: A strong background in the relevant technical field (e.g., Cyber Security, Software Development, IT).
* **Teaching Skills**: Ability to convey complex technical concepts in a clear and engaging manner.
* **Certification**: Possession of relevant teaching or training qualifications (e.g., PTLLS, AET, CTT+) or be working towards this.
* **Communication**: Excellent verbal and written communication skills.
* **Organisational Skills**: Effective time management and organisational abilities.
* **Adaptability**: Willingness to adjust training methods based on individual learning styles.
* **IT Proficiency**: Comfortable using Microsoft 365 tools and EdTech software used in Training Sessions.