

**Job Title: Academic Support Tutor**

**Department: BPP University, School of Business**

**Location: London**

**Contract: Full time, permanent**

**Reporting to:**  **Faculty Manager**

**Job Purpose**

BPP School of Business are hiring for an Academic Support Tutor to provide academic support to students studying across both BSc and MSc programmes delivered at the School.

The individual must be highly motivated and experienced in their field, be student centric and possess a range of skills and expertise required to boost student engagement, aid retention and increase progression and attainment across the school.

We are seeking candidates who hold relevant professional qualifications and are able to effectively provide the following services:

• Programme and non-programme specific academic support

• Face to Face and online teaching (via Adobe Connect and Microsoft Teams)

• Track/monitor success rates of students

**Key Responsibilities**

Provide excellent student support experience by:

* Supporting students following assessment results release to improve retention, progression and completion rates;
* Actively encouraging students' engagement with their programmes;
* Assisting students with both formative and summative assessments support to boost submission and completion rates;
* Providing students with one-to-one tutorials on a variety of academic areas such as referencing and study and research skills;
* Liaising with Programme Advice Officers and the Assessments Team, identifying students at risk of failing and making early interventions;
* Formulating personalised study plans to support students identified as ‘at risk’;
* Becoming familiar with an overview of module content for all relevant programmes, as well as the relevant assessments and marking criteria, in order to better focus and tailor support tutorials;
* Developing and delivering high quality and consistent study support materials, in harmony with their programme of study;
* Providing relevant academic support for commercial and business development activities within the School;
* Carrying out any other duties appropriate to the grade and nature of the post.

**Role Requirements**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A Level 7 (Post-Graduate) or relevant professional qualification. | A teaching qualification (at any level) relevant to the discipline  If the candidate does not possess a teaching qualification, then a commitment to achieving this through BPP’s PGCLT (Post Graduate Certificate in Learning & Teaching) qualification;  Fellowship of the HEA;  Educated to a minimum of Under Graduate level in Accounting & Finance or similar discipline. |
| **Experience** | Experience of teaching subjects at a Further (Level 3) and/or Higher (Levels 4-6) education level relevant to your field;  Experience of negotiation with and managing different stakeholders;  Experience of teaching (face to face and online), coaching, supervising and mentoring students in an academic context. | Experience in developing schemes of work and engaging online content and resources. |
| **Skills** | Excellent written and verbal communication and presentation skills ;  The ability to effectively plan, organise and prioritise workload;  The ability to work collaboratively in a team;  Excellent computer/IT skills;  Self-motivated and self sufficient. |  |
| **Values** | Everybody Matters;  Trust and Respect;  Stronger Together;  Embrace Change;  Student, Learner and Client Centric. |  |