



BPP
PROFESSIONAL
EDUCATION

Job Title: Accountancy & Tax Tutor
Department: Accountancy & Tax
Location: Crown Dependencies
Contract: Monday-Friday plus evening and weekend work, permanent
Reporting to: Managing Director, Jersey office

JOB PURPOSE

BPP is currently looking for a skilled and dedicated Accountancy and Tax Tutor on a permanent basis to join our team. As a qualified professional or experienced tutor looking to use your skills in a new and rewarding way, you will provide the highest quality, exam-focussed expertise and student support. Effectively delivering tuition across a number of financial courses and qualifications, you will guide and support students through their course.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This exciting role offers variety and challenge for individuals excited about developing a career in education. At BPP, our goal is to challenge the educational status quo and so whilst face to face delivery of exam tuition is a core part of the role, there are opportunities to combine this with;

- teaching online
- developing and writing courseware
- marking and feeding back on student scripts

There may also be involvement in delivering training sessions onsite for a corporate client or running a local branch event for one of the professional institutes.

SKILLS, KNOWLEDGE, QUALIFICATIONS REQUIRED FOR ROLE

- Professional qualification (as appropriate)
- Outstanding communication skills – both verbal and written – to engage your students
- Ability to collaborate effectively with colleagues
- Planning and organisation – to achieve quality output in a timely fashion, meeting/exceeding deadlines
- An adaptable approach according to business needs
- Customer focus – both internal through teamwork and reporting, and external through relationship building, feedback and support
- Achieve results – classroom delivery, pass rates, meeting/exceeding clients' needs
- Continuous learning – to promote to students and undertake personally
- Previous teaching experience useful but not essential, as full training will be provided

Please note the successful candidate may be required to undergo an Enhanced DBS check.