BPP Job Description

Job Title	**Learning Accessibility Reviewer**
Department	**School of People and Skills Development**
Location	**Home based**
Additional details	n/a

Travel requirements (if applicable): on occasion

Contract type	**Full time and fixed term**
Hours of work	**0900-1730**
Reporting lines	**Head of Design**

Job Purpose

We are seeking a detail-oriented and knowledgeable individual to join our team on a fixed-term basis for 6 months, to review a range of learning programmes for accessibility compliance. You will assess digital learning content against WCAG standards, ensuring our programmes are inclusive and accessible to all learners, implementing recommendations as required. A background in teaching/training and experience with apprenticeships is highly desirable.

Key Responsibilities

1. Accessibility Review: Conduct a thorough review of each of our learning programmes to assess compliance with WCAG standards and identify areas for improvement.

2. Documentation and Reporting: Provide clear, actionable feedback and reports, against agreed timelines, on accessibility findings for each programme, making recommendations as appropriate.

3. Collaboration: Working closely with learning designers, subject matter experts, and other stakeholders, ensure that the recommendations, once agreed, are implemented in all programme material and documentation.

4. Quality Assurance: Ensure that all content meets BPP's quality and accessibility standards.

5. Continuous Improvement: Stay informed about updates to WCAG guidelines and best practices in accessible learning design.

BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates. BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP's safer recruitment practices.

Skills, experience & qualifications required – Essential

- Experience using accessibility tools and assistive technologies in a learning or digital content context
- Strong attention to detail and analytical skills
- Effective communication skills, both written and verbal
- Ability to work independently and manage multiple reviews simultaneously
- Familiarity with digital learning environments (e.g. Moodle) and content formats

Skills, experience & qualifications required – Desirable

- Demonstrable experience applying WCAG standards in online training materials
- Online teaching or training background, ideally within further or higher education
- Experience working with apprenticeship programmes
- Familiar with SCORM packages, LMS platforms and Articulate Rise