

**BPP Job Description**

**Job Title Professional Skills Tutor**

**Department School of Business**

**Location London Portsoken Street**

**Additional details Hybrid – Home and Office**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Reporting to Faculty Manager**

**Job Purpose**

Working as part of a dedicated team, you will support and develop our post graduate students via a range of contact methods to develop the knowledge, skills and behaviours required for them to enhance their professional development and future employability.

You will be passionate about delivering the best student journey possible, drawing upon your knowledge and professional experience to provide tailored support and training to students. You will ensure that they are fully prepared and confident to successfully demonstrate their attractiveness to the employment market.

You will motivate students to take advantage of a range of ongoing development opportunities as their programme progresses, guide and coach with the overall aim of ensuring each student is able to maximise their potential.

**Key Responsibilities**

* Deliver face to face and virtual seminars / facilitate workshops/sessions to support the professional development and employability skills of students.
* Provide a structured and appropriate professional skills development journey for students enabling them to maximise their full potential.
* Engage and motivate students, providing excellent customer service, whilst effectively managing the classroom.
* Provide mentoring, support, and guidance to students to ensure they are progressing and benefiting from a range of Professional Skills Development and Employability opportunities.
* Work alongside the Placements teams to provide proactive and reactive support to students requiring additional skills development and support towards placement/employment opportunities.
* Undertake marking for the module
* Maintain accurate student records to enable data analysis, tracking of student progress and reporting **(taking registers)**
* Effectively undertaking any other duties as required relating to the employability agenda in the school.

**Skills, experience & qualifications required - Essential**

* Considerable work experience in a professional environment
* Educated to Level 6 (undergraduate) or equivalent
* Experience and up to date knowledge in employability, training, learning & development
* Proven ability to manage and develop others
* Excellent written and verbal communication and presentation skills.
* Excellent relationship building skills
* The ability to effectively plan, organise and prioritise workload.
* The ability to work well in a team and be collaborative
* Excellent computer/IT skills

**Skills, experience & qualifications required – Desirable**

* Experience of delivering professional or classroom-based sessions
* Demonstrable experience in Management, HR or Recruitment (Grad Rec/Experienced Hire)
* Level 6 (or equivalent) in a HR, Engineering, Healthcare, Law or Business-related discipline
* Evidence of creativity in the development of learning materials