



**BPP**  
PROFESSIONAL  
EDUCATION

**Job Title:** Accountancy & Tax Tutor  
**Department:** Accountancy & Tax  
**Location:** Various  
**Contract:** Monday-Friday plus evening and weekend work, permanent  
**Reporting to:** Faculty Lead

### **JOB PURPOSE**

BPP is currently looking for skilled and dedicated Accountancy and Tax Tutors 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
- module leadership
- marking and feeding back on student scripts

There may also be involvement in account management, 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 will be required to undergo an Enhanced DBS check.