



BPP Job Description

Job Title	Law School Tutor
Department	Law School
Contract type	Full-time or part-time, permanent
Reporting lines	Reports into Head of Faculty

Job Purpose

A Law School Tutor has the following core areas of responsibility:

- Teaching on a range of law school programmes and subjects as required
- Creating and marking assessment materials
- Contributing to curriculum development work, including scholarship and innovation, planning and evaluation and updating programme materials
- Providing pastoral support and guidance of students and/or skills development coaching on relevant programmes and modules
- Ensuring regulatory compliance with BPP systems and processes
- Contributing to internal and external BPP marketing, business development, outreach and employability activities.

Through this, you will work with and support the faculty in delivering excellence in teaching, materials and pastoral support within a compliant regulatory framework.

Key Responsibilities

- Prepare for and teach on a range of Law School programmes and subjects, keep abreast of new developments in relevant areas of law and practice and be a subject matter expert. Undertaking all training and development and attend regular practice area and module team meetings to ensure uniform delivery of modules
- Create and mark assessment materials (formative and summative)
- Contribute to curriculum development work, including scholarship and innovation, planning and evaluation and update programme materials.
- Undertake appropriate scholarship activities that contribute to the discipline of professional legal education
- Enhance the student experience and provide academic and pastoral support and guidance of students throughout their academic studies, and ensure students are directed to an appropriate BPP operational services when necessary
- Ensure regulatory compliance with BPP systems and processes
- Attend all training to ensure up to date knowledge of BPP systems and processes
- Contribute to internal and external BPP marketing, business development, outreach and employability activities. Engage with and attend pro bono and careers related activities
- Work towards attainment of the level 7 PGCPHE or Fellowship of the HEA in accordance with BPP's learning and teaching strategy
- Undertake other responsibilities within the remit of the role generally.

Skills, experience & qualifications required – Essential

1. You will be a qualified solicitor or barrister in a UK jurisdiction (or a qualified solicitor or barrister from a non-UK jurisdiction currently undertaking qualification in a UK jurisdiction).
2. Practice experience
3. A relevant degree and either higher degree or equivalent professional qualification/experience in areas covered by the Law School
4. Subject/practice area knowledge
5. Practitioner experience relevant to a practice area
6. Excellent written and verbal communication skills
7. Ability to work autonomously
8. The ability to effectively plan, organise and prioritise workload
9. The ability to work well in a team and be collaborative
10. Able to develop rapport, build and maintain strong working relationships with colleagues and students
11. Able to conduct 'difficult' conversations
12. Excellent computer/IT skills
13. Self-motivated
14. A commitment to vocationally-orientated legal education
15. A willingness to 'go the extra mile' for the student in terms of their academic journey at BPP University Law School
16. A willingness to be involved in activities outside the classroom

Skills, experience & qualifications required - Desirable

1. A teaching qualification relevant to the discipline
2. Fellowship of the HEA