



Professional Development Tutor

Location: Home -based

Grade: 4

Reports to: Head of Apprenticeship Education

Direct reports: None

Key stakeholders: Head of Apprenticeship Education, Head of Quality and Compliance, Head of Apprenticeship Delivery L2 -5, Head of Apprenticeship Delivery L7; Apprenticeship Partnerships Director

Who we are & what we stand for

We are a leading provider of apprenticeships, of accountancy/tax/finance & banking courses, and of professional assessments. At Kaplan, we're all working together to make this organisation diverse, innovative and efficient. And to become highly respected for supporting learners to build or assess their professional competence through apprenticeships and qualifications.

We are part of the Kaplan group, one of the world's largest and most diverse education and assessment providers. We operate in over 30 countries and maintain relationships and partnerships with more than 1,000 school districts, colleges and universities, professional bodies and over 10,000 businesses. Our vast breadth and scope in terms of both capabilities and assets sets us apart.

We believe diversity, equity and inclusion - of culture, experiences, perspectives - are paramount to creating success and opportunity in an ever -changing world. As an educator, partner and employer, we are committed to promoting an equitable world in which diverse talent can develop, advance and thrive. We, therefore, welcome applications from a diverse range of backgrounds and experiences

We are a committed member of the government's Disability Confident scheme which recognises the talents disabled people can bring to the workplace. If you require any adjustments or additional support within the recruitment process, please contact us directly and we'll do our best to help.



To view our candidate privacy notice [click here](#).

How you'll help us succeed

You will support the development of the Talent Coach team through both the delivery of the Talent Coach Academy and CPD workshops. You will be providing guidance and support in order to achieve a successful outcome. This role will contribute to Kaplan delivering our vision by shaping the development of our delivery staff to enable them to make a difference to every learner and inspire them to succeed. Additionally, you will be involved in the development of Apprentices' skills and behaviours through a variety of methods.

As a Professional Development Tutor, you will guide and support;

- Kaplan Talent Coaches through their development journey utilising our online platforms through BKSb, OneFile, Google Classroom (Education package), Zoom etc... You will deliver, support, monitor and drive successful completion of induction, and development training for Kaplan staff, utilising technology to provide remote online to provide group support.
- Apprentices through the design and delivery of online learning experience workshops and programmes to support the development of their skills and behaviours throughout their apprenticeship journey.
- Other business areas to include Faculty with observations, feedback and opportunities for continued professional development.

You'll also carry out other duties, within the broad scope and spirit of your role, as requested by your manager. Our business continuously evolves, so your role will too.

Safeguarding children and young people

Kaplan is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

This role involves working with learners who are under 18 years old and is exempt from the Rehabilitation of Offenders Act 1974. Recruitment checks are undertaken in



accordance with our background checking policy. Successful applicants will be required to undertake an Enhanced Disclosure (including children's barred list) via the Disclosure and Barring Service (DBS) and/or satisfactory Disclosure Scotland check to confirm your suitability to work with children and young people. Our Suitability of Ex-offenders Policy is available on the careers page of our website www.kaplan.co.uk.

Please be aware that it is an offence to apply for this role if you are barred from engaging in a regulated activity relevant to children.

What you might be doing now

Your current role, or recent roles, maybe:

- Talent Coach, Quality Coach or Tutor.
- A Teacher or Tutor working in Adult Education, an Apprenticeship Assessor or Quality Coach

What you'll bring

A passion for excellent education, a love of training and teaching and will draw personal satisfaction in helping others develop in their role.

- Experience in delivering teaching in group environments.
- Experience in delivering impactful and effective training in a classroom and online environment.
- Experience in working with Apprenticeship standards and coaching learners to succeed.
- Occupational industry experience in either Management, Financial Services or Accountancy.
- Excellent verbal and written communication skills
- Ability to work effectively within a team
- Ability to manage own time effectively and work with tight timetable schedules
- Assessment qualification and preferably a teaching qualification (minimum L5), as well as Maths and English to L2 and above. We will support the right candidate to achieve their teaching qualification, as this is essential for the role.

**What you can expect**

A competitive salary & clear pay structures, progression paths, and a comprehensive benefits package. You'll be joining a great place to work where everyone can succeed.

How you can build your career at Kaplan

From this role, your potential paths for career progression at Kaplan include:

- Senior Development Tutor
- Faculty Tutor