



Tutor

Location: Leeds

Reports To: Faculty Manager or Regional Faculty Manager

Direct Reports: None

Key Stakeholders: Students, Resource Management

Primary Objectives

- Continuously build your knowledge, skills and capabilities, and contribute to building those of your colleagues
- Provide an outstanding classroom and/or live online experience to students, in line with our product, scheduling, learning technology and other commitments
- Ensure students achieve excellent learning and assessment outcomes
- Contribute to improving organisational efficiency and to business development

Responsibilities:

Knowledge, preparation & development

- Maintain up to date technical and product knowledge
- Plan and prepare effectively for your courses, ensuring confidence with all relevant Kaplan study materials
- Attend relevant face to face and online training and development courses
- Develop a teaching subject portfolio which meets the needs of the business (this will involve picking up new subjects/papers from time to time)
- Assist in the technical training and development of new tutors/tutors picking up new subject by sharing your technical and delivery expertise

Course delivery

- Deliver courses in accordance with product guidelines (eg timetables, breaks, session lengths, content, materials used) and to the required standards
- Utilise the latest classroom technologies for face-to-face and online courses
- Build up an effective rapport with the students
- Meet the required student feedback KPI's (eg clarity, approachability)
- Respond to queries and provide support to students, ensuring availability and access at appropriate times
- Respond promptly to class queries received from students.



- Ensure that students have access to the correct study materials, liaising with the Student Experience team where necessary
- Provide additional content tailored to the needs of your classes e.g. question debriefs and topic tutorials shared via MyKaplan
- Take ownership for all aspects of course delivery, liaising with other functions as required to ensure customer expectations are met
- Work with Student Experience to deliver an outstanding experience to students while in the teaching location
- Participate in other teaching related activities, e.g. marking and project work, as required

Student outcomes

- Contribute to the online course level community boards delivered within MyKaplan
- Guide and motivate students to help- them achieve excellent learning and exam outcomes
- Ensure students are aware of and access the Academic Support service as required
- Be proactive in monitoring the performance of students and informing Client Services of any concerns where appropriate
- Prepare reports on student performance when required

Operational efficiency

- Attend and contribute to team meetings and other internal meetings as required
- Co-operate with the team to resolve teaching gaps and provide sickness cover
- Ensure timely submission of the daily class register to the Student Experience team (by no later than the end of the first break) and report subsequent absentees
- Provide, via the established channels, constructive course and product feedback with regards to the content and materials being delivered
- Support the faculty managers in contributing to the preparation of external verification visits, attending where required, and the completion of Self Assessment reports and other Quality Assurance audits.

Business development

- Promote Kaplan's products and initiatives (eg refer a friend) to students
- Pass on any potential business development leads to the Client Solutions team
- Engage/become involved with local accountancy body committees from time to time
- Attend networking events (eg.student district society meetings, annual institute member dinners, student society dinners, chamber of commerce events, school careers events) from time to time
- Support other business development initiatives and activities as required (e.g. tender proposals, client meetings)



The post holder will, in addition, carry out any other duties as are within the scope, spirit and purpose of the job as requested by their line management or senior manager. As business requirements change, the job description will evolve.

Person Specification

- Relevant professional qualification (exam-qualified suffices for some qualifications)
- Communicates and presents with confidence, clarity and purpose.
- Focused on quality and student outcomes
- Demonstrates passion and enthusiasm
- Team player and able to work collaboratively
- Excellent written skills
- Ability to build strong relationships and trust

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