



Faculty Tutor

Location:	Based at specified local training centre. Home based when not teaching
Grade:	AAT, T1, T2, T3, CTA
Reports to:	Faculty Manager/Deputy RFM/RFM
Direct reports:	None
Key stakeholders:	Learners, Scheduling Team

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

By providing an outstanding classroom and/or live online experience to our learners, you'll inspire them to succeed and achieve excellent learning and assessment outcomes. You'll continuously build your knowledge, skills and capabilities, as well as contributing to building those of your colleagues, and you'll also help us to continuously improve what we deliver to our customers, and how we deliver it.

Knowledge, preparation, quality & development

- Maintain up to date technical and product knowledge
- Plan and prepare effectively for your courses, ensuring confidence with all relevant Kaplan study material
- 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
- Contribute to the preparation for, and participate in, Ofsted and other inspections/audits as required, including completion of Self-Assessment reports
- Undergo teaching observations by Kaplan staff as well as third party observers (eg. Ofsted , QAA, OFS, Client firms) from time to time
- Completion of a Level 5 teaching qualification within your first 18 months of employment
- Comply with our Safeguarding and Prevent policies and procedures

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 learners
- Request and ensure we capture learner feedback via our on-line surveys, and meet the specified feedback KPIs
- Respond to queries and provide support to learners, ensuring availability and access at appropriate times
- Ensure that learners 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 learners while in the teaching location

- Make a reasonable contribution to team activities such as improvement projects
- For apprentices, address the skills and behaviours required alongside the technical knowledge

Learner Outcomes

- Contribute to the online course level community boards and discussion forums delivered within MyKaplan
- Guide and motivate learners to help- them achieve excellent learning and exam outcomes
- Ensure learners are aware of and access the Academic Support service as required
- Be proactive in monitoring the performance of learners and informing Client Services / Talent Coaches of any concerns where appropriate
- Prepare reports on learner performance when required
- Assist with Academic Support activities when required
- Marking of learner scripts when required

Operational Efficiency

- Attend and contribute to team meetings and other internal meetings as required
- Cooperate with the team to resolve teaching gaps and provide sickness cover
- Ensure timely submission of daily class register to the Student Experience team (by the lunchtime break) and report subsequent absentees
- Provide, via the established channels, constructive course and product feedback with regards to the content and materials being delivered
- Contribute to faculty bench work for other departments if and when required

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
- Occasional engagement/involvement with local accountancy body committees
- Possible occasional representation of Kaplan at events such as student district society meetings, annual institute member dinners, awards events, student society dinners, chamber of commerce events, school careers events
- Support other business development initiatives and activities as required (e.g. tender proposals, client meetings)

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 regulated activity relevant to children.

What you might be doing now

Your current role, or recent roles, may be:

- An audit & accountancy practice
- A finance team or function
- An educational setting or learning & development team
- Accountancy content creation or publishing

What you'll bring

You won't need prior teaching experience because our Tutor Academy will help you become an inspirational educator, but you will need to bring:

- Relevant professional accounting qualification (exam-qualified suffices for some qualifications)
- Ability to communicate and present with confidence, clarity and purpose
- Focus on quality and learner outcomes
- Demonstrated passion and enthusiasm
- Team player and able to work collaboratively
- Excellent written skills



- Ability to build strong relationships and trust
- Adaptability to changes circumstances

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:

- Faculty Management - Supporting the Regional Faculty Manager to build, engage, develop and maintain an outstanding faculty
- Training and Development - Support, train and develop the skills of tutors to ensure Kaplan have an industry leading Faculty that meets all immediate and future business needs
- Content - Support the Content function with creating and maintaining all product materials
- Marking - Mark students' scripts across ACA, ACCA, AAT, CIMA, CTA, ATT qualifications to the Kaplan marking guidance, and provide quality feedback and guidance to show students how to improve
- Academic Support - Provide outstanding student study support
- Product Support - Contribute to the continuous improvement of our product portfolio to ensure it remains market-leading
- Client Solutions - Grow revenue by retaining existing clients, and winning business from existing and new clients