



Lecturer

Bar Professional Training Course
(Education)

Professional Law

THE CITY LAW SCHOOL

<http://www.city.ac.uk/>

August 2019



Role Profile

Post:	Lecturer (Education)
Department:	Law (Professional Programmes)
School:	City Law School
Grade:	7
Tenure:	Fixed Term Contract until 30th April 2021
Responsible to:	Director of the Bar Professional Training Course

The City Law School

The City Law School is the first university Law School in London to offer a complete portfolio of legal training, from undergraduate to postgraduate professional courses and post-qualification Continuing Professional Development. The School pioneered the development of the skills-based Bar Vocational Course (BVC), which is the foundation for the Bar Professional Training Course (BPTC).

The School offers a wide portfolio of postgraduate professional legal training programmes:

- BPTC, with up to 420 full-time places and 60 part-time places (as validated by the Bar Standards Board);
- The City Law School BPTC is offered in two alternative forms. Students can register for the BPTC only, which leads to a Postgraduate Diploma, and Call to the Bar. Alternatively, they can register for the BPTC LLM, which includes all the professional exams for the BPTC, together with a dissertation leading to a LLM.
- Legal Practice Course (LPC) for up to 176 students (as validated by the Solicitors Regulation Authority). This is also offered as the LPC only and the combined LPC LLM;
- A wide range of Continuing Professional Development courses for solicitors, barristers and other professionals;
- Traditional LLM, including professionally-focussed pathways (Criminal Litigation and Civil Litigation & Dispute Resolution).

The Bar Professional Training Course

Our commitment is to excellence in all aspects of course delivery and, in particular, teaching, learning and assessment. We aim to produce professional lawyers with the skills and knowledge to make an immediate contribution in practice.

The role of a tutor on the BPTC is a demanding one, but one that brings immense personal satisfaction. The course assists students to acquire the skills, knowledge and attitudes required by barristers, and so a wide range of teaching methods are employed. All our tutors must demonstrate dedication to professional training to the highest standard, an ability to guide others through the complexities of practice, an ability to communicate with a wide range of people, and a desire to assist others to realise their full potential.

The main subjects on the BPTC are:

Knowledge Subjects:

- ADR (resolution of disputes out of court)
- Civil Litigation and Civil Evidence
- Criminal Litigation & Sentencing & Evidence
- Professional Ethics

Skills:

- Advocacy
- Conference skills
- Drafting
- Opinion Writing
- Remedies, Legal Research & Case Analysis (“pervasive”)

Options (taught in the third term):

- Advanced Criminal Litigation
- Commercial Law
- Company Law
- Employment Law
- Family Law
- Fraud and Financial Crime
- Landlord and Tenant
- Professional Negligence
- Free Representation Unit – Employment (a ‘clinical’ option involving work with real clients)
- Free representation Unit – Social Security (a ‘clinical’ option)
- Domestic Violence (a ‘clinical’ option)

For the BPTC LLM, students study all of the above, and also:

Dissertation:

- Research on an area of professional practice; or
- Clinical Legal Education Project

Class sizes

‘Large group’ sessions (approximately 120 students) in a modern interactive lecture theatre; and ‘Small group’ and ‘Workshop’ sessions (mainly in groups of 12 or 24 students; Advocacy and some Conference skills classes are taught in groups of 6). We also have some one-to-one advocacy sessions, and dissertation supervision is also on a one-to-one basis.

Main Duties and responsibilities (this list is indicative, not exhaustive)

- To undertake teaching and assessment on the professional programmes
- To play an appropriate role in the administration of the School
- To play an appropriate role in the development of the School’s external profile
- To contribute to the School’s student recruitment and student experience activities, e.g. attendance at student fairs, open days and student competitions and social events

Education

- To make a significant contribution to the development of education that is of the highest quality and professionally relevant
- To undertake project/dissertation supervision and assessment as required
- To provide feedback to students consistent with School policy
- To use virtual and electronic learning tools as appropriate and required by the School/University

- To keep legal knowledge, and knowledge of current practice, up-to-date and to share that knowledge with other members of the team. Typically, staff are expected to spend 5 days per year carrying out relevant training/development activities.

Administration

- To contribute to the management and administration of the School, the University and the wider academic community – e.g. as a member of a School committee or other working group
- To work with others (such as academic colleagues and programme administrators) ensuring that student needs and expectations are met
- To carry out administrative and record keeping tasks associated with teaching and assessment
- To undertake module and/or programme leadership
- To design, write, update and produce (in ready-to-print form) teaching and learning materials
- To develop and write assessments
- To participate in the preparation for the reception of new students and the evaluation of programmes and modules
- To participate in recruitment and selection of students including representing the City Law School at Open Days and external recruitment events
- To act as Personal Tutor to students, providing pastoral care and resolving standard welfare issues
- To participate actively in competitive and social events and other extra-curricular activities organised by the School/University for students
- To play an appropriate role in raising the profile of the School by promoting the School through appropriate routes, including links with the legal profession.

Timetabling

- When not on leave, a member of staff is expected to devote a minimum of 35 hours a week to the duties set out above.
- A member of staff is not normally required to undertake more than 480 hours of teaching ('class contact') during one year.
- Staff may be required to undertake additional class contact hours in order to cover for absent colleagues, or to fulfil other teaching roles.
- A member of staff will not normally be required to teach more than 20 hours in any week.
- A member of staff may not re-arrange classes or make other changes to the timetable other than through the Course Director/Deputy Course Director.
- Teaching may be scheduled between 9am to 9pm Mondays to Fridays. There are some weekend activities, for example Open Days and marketing events.
- Subject to the operational needs of the University, the School will try to ensure that a member of staff has one day a week (i.e. Monday to Friday) free of teaching for preparation, and avoids performing timetabled duties over a period of more than 9 hours in any one day.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to City, University of London's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulation 2018 (GDPR) the Data Protection Act 2018.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of City, University of London.
- *Sustainable Development*
City, University of London is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for City and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and City, University of London.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Equality, Diversity and Inclusion Statement (EDI)

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction. Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.'

Candidate Specification

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Qualifications, Skills & Knowledge

- A member of the Bar of England and Wales.
- Relevant experience in legal practice and/or relevant experience of teaching.
- A strong academic record (including a good Honours degree or equivalent).
- Excellent oral and written communication skills.
- A commitment to the provision of an excellent learning experience.
- The ability to work effectively under pressure and to deadlines.
- The ability to work effectively both alone and as part of a team.
- The ability and willingness to take on course administration and course development responsibilities.
- Commitment to continuing professional development, reflection and evaluation of practice.
- Commitment to the principles of equality and diversity in relation to academic and employment practice.
- Competence in MS Word, Excel, and PowerPoint, and in use of e-mail and online legal research resources.

Salary and Conditions of Service

The salient features of conditions of service for Academic staff are as follows:

- Salary will be within the range of £44,559 to £53,174 per annum on Grade 7 of the salary scales for Academic staff.
- Annual Leave is 30 days, plus 8 statutory and 4 additional days during the Christmas holiday period.
- Automatic entry into the Universities Superannuation Scheme (USS) with the option to opt out.
- This post is a fixed term contract until 30th April 2021
- All offers of appointment are subject to City receiving satisfactory references and medical clearance.
- All posts at City are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at City are subject to a probationary period.
- The appointment is terminable by three months' notice on either side.

Applications

When preparing your application, you should address carefully the post details enclosed and in particular the qualities outlined in the Person Specification. Please include examples where appropriate.

All applications must be received by the advertised deadline.

Further Information

City operates a no-smoking policy.

City offers an excellent pension scheme, generous leave allowance, season ticket loan, a good working environment and access to fitness and social facilities.

City confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria are kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits; and are not disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If you have a disability and are interested in this post, City welcomes your application. For an informal discussion you may wish to contact the Recruitment Team on:

Telephone: 020 7040 3085
E-mail: recruit@city.ac.uk