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business and the professions

Lecturer/Senior Lecturer Bar Vocational Studies

The City Law School Professional Programmes

www.city.ac.uk/

December 2020



Role Profile	
Post:	Lecturer/Senior Lecturer (Education)
Department:	Professional Programmes
School:	The City Law School
Grade:	7/8
Tenure:	Permanent, Full time
Responsible to:	Head of Professional Programmes

Context

The City Law School

The City Law School offers a complete portfolio of legal training, from undergraduate to postgraduate professional courses. The School pioneered the development of the skills-based Bar Vocational Course (BVC), which is the foundation for the current Bar Vocational Studies (BVS) programmes.

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

- Bar Vocational Studies (BVS) programmes;
- Legal Practice Course (LPC), offered as the LPC only or a combined LPC LLM;
- Traditional LLM, including professionally-focussed pathways.

The Bar Vocational Studies Programmes

The Full-Time and Part-Time BVS has three exit points: (i) a Postgraduate Diploma (the modules required for Call to the Bar of England and Wales); (ii) a Postgraduate Diploma in a specialist practice area; and (iii) a Master of Laws degree.

The Two-Part BVS leads only to the award of a Postgraduate Diploma, as it covers only the modules required for Call to the Bar of England and Wales.

The main components of the compulsory modules on the BVS are:

Knowledge Subjects:

- Civil Litigation & Dispute Resolution
- Criminal Litigation, Evidence & Sentencing
- Professional Ethics

Skills:

- Advocacy
- Conference skills
- Drafting
- Legal Research and Opinion Writing

Student on the Full-Time or Part-Time BVS who wish to receive a specialist Postgraduate Diploma or a Masters degree go on to study two electives, grouped into specialist practice areas. The electives (taught in the third term) include:

- Advanced Civil Advocacy
- Advanced Criminal Advocacy
- Advanced Criminal Litigation
- Clinical and Professional Negligence
- Employment Law & Practice

- Family Law
- Fraud and Economic Crime
- International ADR
- International Commercial Arbitration
- International Commercial Trade
- Judicial Review
- Free Representation Unit – Employment (a 'clinical' elective involving work with real clients)
- Free representation Unit – Social Security (a 'clinical' elective)

For the BVS LLM, in addition to the compulsory module and two elective modules, students submit a dissertation or (for full-time students) a report on a Clinical Legal Education project.

On the Two-Part BVS, our students first study two modules - Civil Litigation & Dispute Resolution and Criminal Litigation, Evidence & Sentencing first. Part One is delivered wholly online, using a range of resources such as videos and podcasts. There are no tutorials. In Part Two, the students go on to study the remaining compulsory modules; this part is taught through tutorials, supported by online resources.

Class sizes

There are no lectures (large group sessions) on the BVS. Teaching on the Full-Time and Part-Time BVS and on Part Two of the Two-Part BVS is carried out through tutorials (groups of 12 students), except for Advocacy and some Conference skills classes, which are taught in groups of 6. There are also a small number of workshops (groups of 24). We also have some one-to-one advocacy sessions, and dissertation supervision is also on a one-to-one basis.

Information and educational technology in teaching

MS Word, PowerPoint, and web-based legal and learning resources are used extensively.

Teaching Packs

To ensure consistency of delivery, teaching is supported by teaching packs (which include detailed session plans and guidance on how to conduct the sessions).

Job Purpose

Our commitment is to excellence in all aspects of course delivery. 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 BVS 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 have to be 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.

Duties are reviewed annually, and tutors' preferences about which subjects they teach are taken into account as far as possible.

There may be also opportunities to teach on other programmes (postgraduate and/or undergraduate) offered by the School.

Main Responsibilities

- Undertaking teaching and assessment
- Playing an appropriate role in the administration of the School
- Playing an appropriate role in the development of the School's external profile
- Contributing to the School's student recruitment and student experience activities (e.g. attendance at student law fairs, open days, student competitions and social events)

Education

- Making a significant contribution to the development and delivery of education that is of the highest quality and professionally relevant
- Producing and updating teaching and learning materials
- Producing assessments
- Undertaking project/dissertation supervision and assessment
- Providing feedback to students consistent with School/University policy
- Using virtual and electronic learning tools as appropriate and required by the School/University
- Keeping legal knowledge, and knowledge of current practice, up-to-date and to share that knowledge with other members of the team.

Administration

- Contributing to the administration of the School, the University and the wider academic community (e.g. as a member of a School committee or other working group)
- Working with others (such as academic colleagues and programme administrators) to ensure that student needs and expectations are met
- Carrying out administrative and record keeping tasks associated with teaching and assessment
- Co-ordinating and supervising the delivery of modules
- Participating in the preparation for the reception of new students
- Participating in the evaluation of programmes and modules
- Participating in recruitment and selection of students, including representing the City Law School at Open Days and external recruitment events
- Participating actively in competitive and social events and other extra-curricular activities organised by the School/University for students
- Playing an appropriate role in raising the profile of the School by promoting the School through appropriate routes, including links with the legal profession.

Student Support

- Providing both pastoral and academic support to students
- Providing careers advice to students

Course Development

- Assisting with the development and writing of new courses and course proposals

Working week and teaching hours

- 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 academic 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 Head of Professional Programmes.
- Subject to the operational needs of the University, the School will try to ensure that a member of staff has one day a week free of teaching for preparation and scholarly activity.

A member of staff appointed at Senior Lecturer level will be expected to carry out significant leadership responsibilities, such as (for example) module leadership.

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 and will actively consider representation of other protected groups.

Candidate Specification

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

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 £45,361 to £54,131 per annum on Grade 7 of the salary scales for Academic staff for the role of Lecturer
- Salary will be within the range of £55,750 to £62,727 per annum on Grade 8 of the salary scales for Academic staff for the role of Senior Lecturer
- 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.
- 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.

Interviews will be held in the weeks commencing 01 and 08 February 2021

For an informal discussion please contact Peter Hungerford-Welch: P.Hungerford-Wech@city.ac.uk

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