



Candidate Information

Position: Lecturer/Senior Lecturer (Education) - Legal Studies
School/Department: Inst of Professional Legal Studies
Reference: 23/111305
Closing Date: Monday 30 October 2023
Salary: Lecturer: £41,331 - £57,141 per annum. Senior Lecturer: £58,850 - £68,194 per annum.
Anticipated Interview Date: Monday 27 November 2023
Duration: Permanent

JOB PURPOSE:

To undertake significant teaching at postgraduate level courses to be delivered at IPLS.

MAJOR DUTIES:

Teaching:

1. Design, deliver and develop a holistic approach to teaching and assessment activities within IPLS including lectures, tutorials, setting and marking formal examinations and formative assessment of the work and monitoring the progress of IPLS trainees by reference to appropriate criteria and providing constructive feedback to trainees primarily in all aspects of Civil Litigation across all modules and elements of Business Law and Private Client, and such other teaching in modules as required by the Director, including CPD as appropriate.
2. Develop approaches to teaching the learning which are appropriate for vocational legal training and which reflect developing practice and teaching and learning activities of IPLS by pursuing new and innovative teaching including online and hybrid delivery and contribute to the enhancement of quality teaching within the Institute.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Maintain and develop teaching and subject expertise.
4. Manage major teaching administrative functions including quality enhancement (Senior Lecturer).
5. Providing pastoral support and guidance for trainees as required.

Skills Based Competitions:

6. Organise and develop participation by IPLS trainees in national and international moots and skills-based competitions liaising with outside bodies and international participants where appropriate.
7. Select and coach trainees to participate in national and international moots and skills-based competitions and attend national and international skills-based competitions as team coach.

Admissions Test:

8. Design and prepare aspects of the Admissions Test.

Publicity:

9. Design and develop digital and other means of promoting the work of IPLS – local and international level.

Planning and Organising:

10. Plan and manage own teaching and assessment and activities as agreed with the Director.
11. Co-ordinate with others (such as support staff or academic colleagues) to ensure trainees needs and expectations are met.
12. Design/update modules in line with IPLS teaching strategy and developments in legal practice.
13. Plan for the use of teaching resources as appropriate including the use of external tutors.
14. Manage projects relating to own area of work.

15. Contribute to the management of quality, audit and other internal/external assessments (Senior Lecturer (Education)). Be involved in strategic planning for the Institute (Senior Lecturer (Education)).

Resource Management Responsibilities:

16. Manage own teaching and administrative demands under general supervision of Director.

17. Manage use of resources for teaching.

18. Participate in judgements regarding the use of resources within Institute.

19. Act as an advisor for trainees and mentor for less experienced colleagues.

20. Provide academic leadership, develop and manage staff and resources in support of major teaching and administrative duties and contribute to the overall management of the Institute (Senior Lecturer (Education)).

Internal and External Relationships:

21. Maintain links with relevant professional body.

22. Be a member of the Examinations Board and such committees relevant to their administrative duties.

23. Collaborate with other staff within the Institute and the University.

24. Participate in and develop networks, for example to market IPLS, generate income, obtain consultancy projects, or build relationships for future activities. Lead and develop internal and external networks (Senior Lecturer (Education)).

25. Debate nationally about policy methods and practices through publications, conference activity and roles that advance quality (Senior Lecturer (Education)).

ESSENTIAL CRITERIA:

1. Minimum of 2:1 degree in Law or equivalent.

2. Qualified as a Solicitor/Barrister.

3. Have a clear disciplinary record with the relevant professional body.

4. At least 3 years' post-qualification experience as a Solicitor/Barrister.

5. Experience in the practice of Civil Litigation within the past 3 years.

6. Evidence of successfully managing and leading significant developments in teaching (Senior Lecturer (Education)).

7. Demonstrable experience of teaching/supervising/mentoring undergraduate/postgraduate students.

8. Significant experience of teaching and designing courses at undergraduate and/or postgraduate level in higher education (Senior Lecturer (Education)).

9. Record of good student evaluations and/or teaching awards (Senior Lecturer (Education)).

10. Ability to contribute to broader management and administrative processes (Lecturer (Education)).

11. Must be proficient in verbal and written English.

12. Proficient in the use of technology to enhance delivery to students.

13. Have excellent organisation and self-management skills.

14. Strong influencer with the ability to network nationally and internally to enhance the reputation of the Institute.

15. Prepared to travel and work overseas.

DESIRABLE CRITERIA:

1. PGCHET (or equivalent) with HEA membership.

2. Track record on the development of funding sources and attracting significant funds (Senior Lecturer (Education)).

3. Involvement in coaching teams of students for national/international moots/skills-based competitions.

4. Experience in the practice of Business Law or Private Client within the past 3 years.

5. Experience in management staff and/or resources of leading activities which contribute to the reputation of development of the organisation (Senior Lecturer (Education)).