

Job Description

Job Title:	Solicitor/Senior Solicitor (Education Law) – School Exclusions Clinic
Service:	Coram Children's Legal Centre
Location:	London
Reporting to:	Head of Education Law
Salary Range:	The salary range for this position is £31,000 to £42,000, depending on experience and the funding available for this role. If the post holder is conducting legal aid and/or private funded casework on top of the grant funded work, they may also benefit from eligibility for our bonus scheme on any fees income.
Work Pattern:	Full-Time – with 3 days a week on a pro bono school exclusions project and the remainder on legal aid and/or private fees casework. However, part-time minimum 3 days per week will be considered and pay prorated accordingly.
Contract Type	2 years fixed term contract

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Part of the Coram group, Coram Children's Legal Centre (CCLC) is the UK's specialist centre for children's rights in education, immigration, community care and family law, and provides significant international legal systems consultancy. The centre is located on the Coram Campus in central London with a base in Colchester. We champion access to justice through information and advice, legal practice and representation, policy and strategic litigation. Our Legal Practice Unit (LPU) provides advice and representation primarily under legal aid contract. Our Migrant Children's Project (MCP) promotes the rights of refugee and migrant children, young people and families through the delivery of advice, practice change through training and capacity building to professionals and systems change through research, policy and advocacy. We use our broad and significant experience and expertise to promote and protect the rights of children in line with the UN Convention on the Rights of the Child.

Purpose of the role:

To work three days per week within the School Exclusion Clinic, a pro bono project. This is a project in which lawyers from corporate law firms volunteer for Coram Children's Legal Centre to support children and families through the school exclusion process. Work conducted beyond those three days will entail casework relating to school exclusions and special educational needs and disabilities through Legal Aid and/or private fees.

- To support the expansion of the School Exclusion Clinic.
- To provide high quality supervision and guidance to volunteer lawyers from corporate law firms and where appropriate internally to caseworkers.
- To conduct an education law case load and providing high quality legal advice, assistance and representation to young people, parents, carers and other client groups through the conduct of education and discrimination law casework.

Main duties & Responsibilities:

1. To support the work of the School Exclusion Clinic, in line with funder requirements and project requirements, including:
 - Supervising volunteers in their conduct of casework relating to school exclusions.
 - Ensuring that appropriate procedures, controls and structures are in place for the effective and efficient management of casework as a part of the Clinic.
 - Supporting the expansion of the Clinic to other law firms.
 - Preparing and delivering training to volunteers.
 - Working with the wider project group, which may include, providing updates, feeding into policy points where appropriate, preparing case studies and providing data for funding reports.
 - Keeping an accurate record, monitoring outputs and outcomes in line with the funder, and other reporting and internal requirements.
 - Providing regular updates to line manager/project group and produce reports as requested.
2. To conduct legal casework in compliance with the Legal Practice Unit's (LPU) procedures and Solicitors Regulation Authority (SRA) requirements, including:
 - Communicating with clients to take instructions
 - Providing high quality legal advice in writing and in person to clients

- Representing clients at all stages of their matter including in relation to appeal hearings, judicial reviews and hearings before the county court
 - Developing case strategies to assist clients resolve their issues
 - Correctly assessing eligibility for and applying for legal aid and ensuring compliance with Legal Aid Agency (LAA) requirements throughout the conduct of a matter
 - Liaising with clients, witnesses, counsel, experts, the court and other involved persons in a matter
 - Drafting case documents, including pleadings, witness statements, advice letters, instructions to counsel and experts, funding documents such as High Costs Case Plans, instructions to costs draftspersons, narratives seeking enhancement, representations and appeals against refusal of funding
 - Billing privately paying clients where appropriate cases are allocated
 - Ensuring file keeping of a high standard in compliance with the LPU's operating manual
 - Reviewing and monitoring costs of the matter and compliance with LAA requirements
3. To support the Head of Education Law to develop a variety of work for the Education Law Team (ELT), including privately paying matters to complement the teams current legal aid funded work.
 4. To provide supervisory support to less experienced fee-earners in the ELT including appraising performance.
 5. Where fee-earners are absent, to cover work on their caseloads.
 6. To record both chargeable and non-chargeable time and to achieve a monthly chargeable hours target.
 7. To meet an annual fee income target (prorated to take into consideration pro bono work), to be monitored on a monthly basis.
 8. To undertake other administrative and non-chargeable tasks as required.
 9. To keep up to date in all areas of education and discrimination law as it impacts children and young people and to be responsible for disseminating relevant information to other fee-earners.
 10. To participate in and contribute ideas to CCLC policy meetings and be willing to take forward policy work as required.
 11. To give training, present at seminars, workshops or seminars either internally or externally on relevant matters.
 12. To recognise and challenge all forms of discrimination and prejudice in the workplace.

13. To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
14. To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
15. To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).