

Person Specification

Job Title:	Solicitor/Senior Solicitor (Education Law) - School Exclusion Clinic
Service:	Coram Children's Legal Centre
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

Qualifications

1. Be a qualified solicitor with no conditions or restrictions on practicing rights. (E)
2. Ability to meet the Legal Aid Agency's supervisor requirements. (D)

Knowledge, Skills & Experience

3. Significant experience of working in education law (D)
4. A good level of experience in conducting education law casework matters (E) and knowledge of legislation relating to school exclusions. (D)
5. Be able to evidence a good level of experience in managing and supervising colleagues/volunteers. (E)
6. Be able to undertake Advocacy. (E)

7. Be able to evidence a good past track-record of billing and time recording performance. (E)
8. Be able to work hard on own initiative and with enthusiasm to deadlines. (E)
9. Strong inter-personal skills with sensitivity and experience with clients of a wide variety of cultural, ethnic and educational backgrounds and with those who may have disabilities, be vulnerable and have experienced abuse or harm. (E)
10. Have an understanding of trauma informed practices. (D)
11. Be committed to high quality legal casework, advice-giving and client care. (E)
12. Be able to communicate effectively in writing and over the telephone. (E)
13. Be flexible to juggle several competing tasks at the same time and prioritise tasks. (E)
14. Be able to manage a caseload and to run it to a high standard of efficiency and quality. (E)
15. Be able to work within the centre's policies, procedures and standards(E)
16. Willingness to actively contribute and participate in team meetings, the wider work of the centre and marketing and business development initiatives. (E)
17. Experience in using Microsoft Office, email, the internet, legal research programmes and case management system. (E)
18. Be able to demonstrate an understanding of the commercial realities of legal aid funded work and an appetite to develop alternative models of funding. (E)
19. Experience of working in a solicitors' office, operating under the Lexcel standard. (D)

Behaviours and Values

1. A commitment to children's human rights and support for CCLC's aims. (E)
2. Willingness to work flexibly, independently and remotely as well as part of a team in a shared office and, where necessary, outside normal hours. (E)

E = Essential, D = Desirable