

The College of Law Tutor Information Pack

A little more about us

The College of Law is the leading provider of vocational legal education and training in Europe. We serve all areas of the profession from the City to the High Street, from postgraduate to trainee to senior practitioner. In achieving this, we have built an unbeatable reputation as a law school and as a provider of post-qualification training.

Our heritage

The College's roots go back to 1876. We are an educational charity and are incorporated by Royal Charter. With centres in Birmingham, Chester, Guildford, London and York, we offer a wide range of courses both to those wishing to train as lawyers and those already qualified. We offer the four postgraduate training courses recognised by the Law Society and the Bar Council: Graduate Diploma in Law, Legal Practice Course, Bar Professional Training Course, and Professional Skills Course.

Where are we based?

Birmingham

Located in the city's historic Jewellery Quarter, the College is close to the legal and commercial heart of the city and within walking distance of Birmingham's mainline stations and St Paul's Metro station. The Centre has modern facilities, including a recently completed extension to help increase capacity as well as excellent IT and library resources and a Legal Advice Centre. The College has strong links with the Birmingham branch of the Trainee Solicitors' Society, widely recognised as the most active branch in the country. The Director is Bernardette Griffin.

Chester

A mile from the centre of the thriving city of Chester, the College is centred around Christleton Hall, an 18th century mansion surrounded by 14 acres of land, which the College took over in 1972. There are full teaching, study and leisure services for the students and staff and we also have strong links with the legal centres of Manchester and Liverpool. The Centre Head is Carol Draycott.

Guildford

As one of the south-east's major legal centres, Guildford is an ideal place to study law. This centre is set in historic surroundings on the outskirts of the market town of Guildford in Surrey, half an hour from London by train. Braboeuf Manor, which sits at the heart of the College buildings, dates from 1586. Guildford has strong links with leading local and London firms and the Surrey Law Society. Firms sponsor prizes and are regularly involved with College life. The Director is Sheila Bramley.

London

The College's centre in **Bloomsbury** is just off Tottenham Court Road, close to the British Museum and Oxford Street and not far from London's legal centre at Chancery Lane and the Inns of Court. The College has strong contacts with the commercial and financial firms of the City of London. Bloomsbury continues to focus on delivering the commercial and private LPC routes, as well as the GDL and BPTC. The Director is Richard de-Friend.

The College's City of London centre is at **Moorgate** and provides for more than 1,000 students to meet the

educational and training needs of future trainees and young professionals pursuing a City career. The centre is the largest law school in the City of London and it focuses on delivering corporate programmes including the corporate Legal Practice Course to a range of firms and individual students including the firm specific courses that the College has developed with three of the Magic Circle firms – Linklaters, Clifford Chance and Allen & Overy. In addition it is geared to assisting the firms better in preparing the next generation of corporate lawyers for the exacting demands of contemporary practice by providing a full range of structured professional development programmes. The Director is Andrew Chadwick.

York

Set in 12 acres of land with panoramic views of York racecourse, the College is a 15 minute walk from the city centre. York Minster dominates the skyline and the historic attractions, entertainment, arts and shopping make the city one of Europe's top tourist destinations. Our York centre has developed strong links with the regional legal community. There are full teaching, study and leisure services for the students and staff. The Director is Paul Aber.

Manchester

Manchester has a thriving legal community and our new centre specialises in corporate law and the delivery of our professional development training such as the PSC. The College's Chief Executive Nigel Savage said "Some years ago we moved away from one size fits all to getting closer to firms and providing customisation. The North West is the UK's California – it is worth £106 billion, a tenth of the UK economy. With a regional centre in Chester and the recent investment in Manchester we are now perfectly positioned to contribute to its continued success". Manchester's Centre Head is Richard Haggett.

Bristol

The newest centre is Located within the city's Temple Quarter and is close to many key law firms in Bristol's fast expanding business district and close to the heart of the city centre. We already enjoy strong links with firms operating across the South West region and our new presence here will strengthen these ties for the benefits of students who choose to study here. The College's Chief Executive Nigel Savage said "The city is a leading hub for the legal profession and the College's presence here will encourage talented students to stay and practice in the region." Bristol's Centre Head is Kerry James.

What else does the College offer?

As a tutor at the College, you will have the opportunity to get involved in a variety of activities and initiatives:

Activities

- pastoral care of personal tutees
- inter-centre or College sports matches
- social quiz evenings - tutors v students
- student recruitment - Careers Fairs, talks at universities and legal firms

Law in Action

Law in action provides students with hands-on experience crucial to their success in practice and develops a sense of commercial awareness. Examples of where you could get involved are:

- the Share Race, the Business Game, Commercial Awareness Forum.
- a curriculum-related programme of court visits, mock trials, moots, debates and advocacy practice.
- our pro bono programme (e.g. Legal Advice Clinics, Streetlaw) meets the training needs of our students and the need among members of the public to have access to good free legal advice.

Further information can be found in the College's Prospectus and on the College's website at www.college-of-law.co.uk.

Professional Development

The College of Law's Professional Development Division provides training programmes for both the public and in-house markets:

- trainee solicitors - Professional Skills Course
- overseas lawyers - Qualified Lawyers Transfer Test, European Young Lawyers Scheme, International Practice Diploma, International Young Lawyers Diploma Programme
- qualified lawyers - Management Course Stage 1, Corporate, Commercial and Finance Law (in association with PLC), Higher Rights of Audience and Diploma in Advocacy, Commercial Property Programme, Management Diploma, Public Access for Barristers, Witness Familiarisation, Commercial and other legal training including the Land Registry qualification and other Government bodies.

In addition, the Division has a range of multi-media based training services provided by Legal Network Television.

Legal Network Television

Legal Network Television (LNTV) is a wholly owned subsidiary of The College of Law, offering DVD-based training for solicitors and barristers. Programmes cover relevant training outcomes that meet the Law Society criteria for Continuing Professional Development (CPD), a compulsory requirement for all qualified lawyers.

Open University

The College of Law, in collaboration with the Open University, offers an undergraduate qualifying law degree through its distance learning programme.

What can you expect from a tutoring position at The College of Law?

On the following pages are a typical job description and person specification for the role of tutor.

We encourage all tutors to be flexible in the subjects they teach and in their hours.

Subjects

Included in the application form is a form entitled 'Your area of expertise'. Whilst we will try to ensure you teach within your area of expertise, we also require tutors to teach subjects which might not be their first choice. If this is the case, the College will provide you with the materials and support you need to enable you to teach a new subject.

As a rough guide, you could expect to teach one or two core subjects and skills on the LPC, at least one LPC elective subject and at least one subject on the GDL.

Hours

Is there a typical week?

The normal hours of work are 35 hours per week. There is no 'typical week' as the students' timetables dictate the peaks and troughs throughout the year.

In very general terms, class contact is anticipated to be up to 50% of workloads a week. Preparation can be very time consuming when you first become a tutor, but the amount of time spent on this aspect will reduce over the first couple of years as you become more familiar with your subjects. From the end of October to February, some of your week will include oral skills practices. At certain other times of the year, marking will be the primary activity. Approximately 10% of your time each week can be devoted to your other responsibilities, which will include mentoring students.

Weekend LPC

All our centres, with the exception of Moorgate, currently run a Weekend LPC. We expect tutors to take their turn in teaching on these courses.

You could expect or have the opportunity to teach approximately one weekend per month, in the months when the course runs. However, the requirement to work on these weekends will be dependent on the business need and you may be required to work more than this as part of your normal contractual arrangements.

Part-time and Flexible Working

Where timetabling and centre requirements allow, the College will always consider requests for part-time and other forms of flexible working. However, to maintain quality and consistency of teaching for our students, offering part-time employment may not always be possible and the ability to offer part-time contracts will vary between centres.

What can you expect from the roles?

As a tutor at the College, you will have the opportunity to get involved in a variety of activities and initiatives:

Job Title: TUTOR

Reporting to: CENTRE HEAD OR HEAD OF TUTORS

Direct reports: NONE

Main function of job

To provide tuition on the Legal Practice Course, the Graduate Diploma in Law and/or the Bar Professional Training Course to the best possible standard. In addition to the duties and responsibilities listed below, the tutor is required to perform other duties assigned by the Centre Head or Head of Tutors from time to time.

Main duties

- to receive and engage with the initial Induction Training provided by the Centre Head or Head of Tutors and Subject Team Leaders, including practice teaching sessions with feedback.
- to receive and engage with further training in teaching techniques as provided from time to time by the Centre Head or Head of Tutors.
- to teach and assess on the Legal Practice Course, Graduate Diploma in Law and/or the Bar Professional Training Course in such subjects as may be assigned to you from time to time. This will include teaching and assessing students in a range of written and oral skills and giving individual feedback on students' performances.
- to participate in branch subject teams and fulfil tasks assigned by the Subject Team Leaders such as subject updating and revision of materials.
- to assist in the preparation of assignments and assessments as required.
- to mark students' written assignments, coursework assessments and examinations within stated deadlines and to the required standard.
- to participate in course review and assist in course design, as required.
- to act as a Personal Tutor to a number of students, including being available and willing to discuss students' problems as they arise, their performance generally, and writing references where requested.
- to participate in the Quality Assurance programme of Tutor Classroom Observation by the Centre Head or Head of Tutors or other senior member of staff, including feedback on classroom performance.

- to submit and receive feedback on student Teaching Quality Evaluation Forms.
- to participate in the College's Career Management Review Scheme.
- to participate in the College staff development programme, including attendance at PD courses, practice visits and other activities as indicated in the staff development programme.
- to participate in the design and/or presentation of regional and national Professional Development courses, the Professional Skills Course, and other College activities and programmes as required.
- to promote and sustain a constructive, supportive and friendly working relationship with all customers, external and internal, immediate and prospective and senior management and other work colleagues.

This job description may vary in consultation with the post holder to reflect the developments to the job and other commercial or operational circumstances.

Job Title: SENIOR LECTURER

Applicants at Senior Lecturer level will be those who already have in-depth experience of teaching the Legal Practice Course, Graduate Diploma in Law or Bar Professional Training Course.

You will also have developed expertise in a broad range of activities and competencies that are required in our environment such as:

- application of a range of teaching techniques
- pastoral care
- mentoring colleagues
- assessments and marking
- peer observation
- team leadership.

You may additionally have experience in:

- course design
- course management
- leadership.

The ideal applicant

1. TRAINING & EDUCATION

Education

Essential	Desirable
2:1 Degree (any subject) or equivalent* Bar Finals, BVC, LPC, QLTT or LSF First time pass*	

Skills

Essential	Desirable
IT literate	E-mail, Word for Windows, Excel, PowerPoint Use of electronic legal research databases

2. EXPERIENCE

Essential	Desirable
Qualified Solicitor or Qualified Barrister, completed 12 months' pupillage For LPC/BVC – practical experience in one or more compulsory/core knowledge subjects Organising and prioritising own workload	2-3 years' – PQE or Post pupillage Teaching in Higher Education As a trainer in vocational or professional training Working in an educational establishment Course design, research/publication record

3. SPECIAL SKILLS & KNOWLEDGE

Essential	Desirable
Excellent oral clarity Excellent written communication skills Excellent facilitation skills Able to give constructive feedback Good presentation skills	Other teaching skills Mentoring skills On-going practice contact Coaching skills

4. BEHAVIOURAL SKILLS

Essential	Desirable
Flexible: willing to teach a range of different subjects Committed to tutoring and teaching Excellent interpersonal skills Credible: command respect Team player Approachable: sensitive to the needs of others Work well under pressure Willing to learn and take on new ideas Able to accept constructive feedback Self awareness Punctual Practice good time management	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
Flexible in terms of working hours to meet the demands of the role	

* Although it is usual for us only to employ candidates who can satisfy these criteria, in certain circumstances we may make an exception e.g. based on other achievements

What are the salaries and benefits?

The details below are a guideline only, designed to give a broad understanding of the employment terms at the College. This document will not form part of your contract of employment if you become an employee of The College of Law. Full details of benefits offered to new starters will be provided on joining.

These benefits are based on full-time hours of 35 per week; benefits for part-time are pro-rated.

Salary

A tutor or senior lecturer joining the College full-time from practice can expect a salary based on the following factors:

£30,500 p.a. basic tutor salary applied across all locations of The College of Law

Up to another £5,000 p.a. based on the amount of post qualification experience (PQE) you may have, allocating £1,000 for each year of completed PQE to maximum of 5 years.

£37,000 p.a. - £54,500 p.a. senior lecturer salary applied across all locations of The College of Law.

£7,800 p.a. London Weighting (non-pensionable - London only)

£3,900 p.a. Guildford Weighting (non-pensionable - Guildford only)

£1,500 p.a. City Centre Weighting (non-pensionable - Birmingham and Manchester only)

Salary is paid monthly, in arrears by credit transfer.

Pension

The College provides a voluntary defined contribution pension scheme, with a minimum employee contribution of 4% salary, which you will be eligible to join after 6 months.

Death in Service Benefit

The College currently provides a death in service benefit to permanent and fixed term employees. This applies up to your Normal Retirement Age. After 6 month's service, if you join the Stakeholder Pension, this will increase to eight times basic annual earnings.

Holidays

The College's holiday year runs from 1 January to 31 December. In each holiday year, your basic holiday entitlement is 35 days (including any days on which the branch is closed). In addition you are also entitled to all Public and Bank holidays.

You will be paid your normal salary in respect of all holiday entitlement. The general rule is that holiday applications will not be approved during teaching and other key activity periods.

Occupational Sick Pay

The College has an occupational sick pay scheme, entitlement increases with length of service.

Private Medical Insurance

Our private medical insurance scheme is currently provided by CIGNA Healthcare. This is an optional benefit, which if taken up is treated as a taxable benefit by HMRC.

Childcare Vouchers

In conjunction with care-4, the College offers an electronic childcare voucher scheme that enables parents and guardians to provide their children with professional childcare and make savings on their payments. Employees are eligible to join after 6 month's service.

Eyecare Vouchers

Accepted by over 95% of UK opticians, these vouchers cover free eye examinations and discounts on many spectacle frames and lenses.

Interest Free Rail Ticket Loan

The College can provide interest free loans specifically for season rail tickets, and repayments can be spread out over a period of up to 12 months (the loan is for rail travel only and does not cover tickets purchased daily).

Probationary Period

Six months, during which the notice period is two months on either side.

Notice Period

On successful completion of the probationary period, the notice required is three months.

Cycle2Work Scheme

In conjunction with Halfords, the College offers an electronic salary sacrifice scheme that enables employees to initially hire and then purchase cycle equipment and associated safety equipment. The scheme runs annually and employees are eligible to join after they have achieved 6 months service.

What happens next?

1. Interview stage - This will consist of a short facilitation session (about 15 minutes) to a small group of College people, using teaching material supplied by the College followed by an interview by a panel of College reps.

The aim of this session is to assess the candidate's 'classroom presence' and potential for teaching at the College.

2. If we wish to appoint, an oral offer of employment is made, usually by telephone, outlining the terms of employment.
3. If accepted, the College will then produce and send out a Contract of Employment. The contract is subject to receipt of satisfactory references, health check and approval from the Law Society, and is also subject to the right of the new employee to work in the UK. Included in this pack will be a health questionnaire (see 6 below) to be completed and returned and a request for bank, personal and emergency contact details. Also enclosed will be further details of the College's benefits.
4. Prior to joining the College (normally on acceptance of the oral offer of employment), we ask all prospective team members to provide and authorise us to contact two referees. These must be your managers from previous employers. At least 1 must be your most recent or current employer.
5. We are required to gain Law Society approval for suitability to teach on the Legal Practice Course. The approval normally looks at your experience relative to subjects we are asking you to teach, and any disciplinary or other issues that may be relevant to teaching on the Legal Practice Course.

6. We require all prospective staff to complete a health questionnaire. The questionnaire is administered via the People Team and is aimed at ensuring any reasonable adjustments required are made before or soon after the new member of staff has started. You will always be consulted before further information is sought.
7. Shortly after joining you will receive a 'Joiners Pack'. This contains further details of the pension scheme; the healthcare scheme with CIGNA Healthcare and other College benefits; the Equal Opportunities, Disciplinary, Grievance, and Sickness Policies; the Internet and E-mail use policy; Give As You Earn scheme; as well as other appropriate information notices.
8. Prior to joining, you will be contacted by the person who will be running your induction programme. They will discuss and organise your induction and training needs, and be the initial point of liaison.
9. Joining and induction.