

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Education Lawyer
- Post Number: P28012
- Grade 13 and SCP: (39-43) £51,928 - £56,293
- Directorate: Legal & Governance

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Children's Team within Legal Services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Legal Services operates as a support service to the whole Council. Reporting to the Executive Director of Resources through the Assistant Director – Legal and Governance (Monitoring Officer) the Head of Democratic Services and the Legal Team manager - People, its role is to assist in the administration of the democratic process and the decision-making machinery of the Council. Legal Services provides corporate advice to the Council, advice to members and officers, ensures the



probity and legality of Council's decisions or actions, represents the Council as necessary in civil and criminal proceedings, and gives advice and assistance to other public organisations.

Overview of your role

As a member of Legal and Democratic Services, you will ensure the delivery of legal services in accordance with the Council's core values and service standards. The post is responsible for the provision of legal services to Children's Services. As a member of Legal and Democratic Services the post holder may be called upon to support or cover for colleagues or undertake work and training relevant to the Service's activities.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to the Head of Legal and Democratic Services who is in turn responsible for your health and safety, training and development.
- The post holder will assist in the delivery of legal services.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- working with colleagues to ensure the team functions successfully in support of the Councils corporate and service objectives
- providing such legal services as may be requested in accordance with the responsibilities of Legal Services
- maintaining files and records promptly and accurately to the satisfaction of the Head of Legal and Democratic Services
- generally presenting to clients both internally and externally a professional and efficient manner and appearance.
- Undertaking such other duties as may from time to time be required by the Head of Legal and Democratic Services.

Without limitation to the above :-

To provide legal services in a range of areas which shall for the time being include:-

- Advise the Council, schools and education client teams on education law, SEND, complaints, equality duties and related legal issues.
- Provide legal advice on Education, Health and Care needs assessments, EHC plans, placement decisions and the Council's statutory



duties under the Children and Families Act 2014, Education Act 1996 and related legislation.

- Manage a mixed caseload of education and SEND matters with appropriate independence and supervision.
- Represent the Council in SEND Tribunal proceedings, including preparing case statements, witness evidence, and advocacy at hearings.
- Advise on judicial review, complaints, pre-action correspondence and other legal challenges relating to education decision-making.
- Advise Independent Review Panels for permanent exclusion hearings where required.
- Advise Admissions Appeals Panels where required.
- Draft and review legal documents, policies, procedures and internal guidance

A key facet of the role will be to ensure that your individual, team and service targets are met, whilst helping the team to successfully support the wider corporate and service objectives. You will also be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the



welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services. This is a hybrid role, requiring the post holder to attend Shropshire for a minimum of 1 day per week, alongside home working arrangements

Your post is subject to the following:

- The post is Permanent, for 37 hours per week,
- Normal office hours are 8:45am – 5pm Monday - Friday Occasional evening work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rata) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to three months' notice in writing on either side. The appointment is subject to *six* months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

