

Person Specification

Education Lawyer

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Admitted solicitor, barrister or Chartered legal Executive with Practice Rights in Litigation and Advocacy
- A minimum of two years' post-qualification experience in education law, SEND law or any other area of litigation, with a demonstrable interest in developing education law expertise.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C

Experience and knowledge

Method of Assessment – I

Essential:

- Significant relevant experience, including previous experience in education and SEND law or an alternative contentious practice area, particularly in undertaking advocacy in court or tribunals.



- Experience of presenting to clients both internally and externally in a professional and efficient manner
- Experience of maintaining accurate files and records, including for use in court or tribunal hearings

Desirable:

- Previous experience working for a local authority legal department.
- Knowledge of Microsoft systems particularly Office 365, MS Teams, and the ability to learn new systems quickly.

Specialist skills and abilities

Method of Assessment – *I & T*

Essential:

- Experience in interpreting and applying a regulatory and statutory framework
- Advocacy skills
- Ability to work with a case management system
- Ability to work with Microsoft Outlook

Desirable:

- An understanding of education and SEND law.
- Basic understanding of legislation affecting Local Government.
- Experience of delivering training or service improvement projects

Personal skills and attributes

Method of Assessment – *I*

Essential:

- Impartiality, honesty and integrity.
- Ability to learn effectively and put learning into practice.
- Excellent oral and written communication skills.
- Excellent analytical skills.
- Effective file management.
- Ability to prioritise effectively.
- Able to work within a team environment and to work well with both legal and support staff.
- Excellent organisation and time management skills
- Proven ability of working to strict deadlines
- High level of IT literacy.
- Good knowledge of Microsoft Office software, including Word, Outlook and Excel.
- Ability to research legal issues using an electronic search facility.



- Good drafting and report writing skills.
- Enthusiastic and self motivated.

Decision making impact and innovation

Method of Assessment – /

Essential:

- Excellent communication and interpersonal skills
- Ability to present complex issues confidently and effectively
- Ability to provide challenging feedback sensitively and constructively.
- Ability to establish credibility with managers, stakeholders and partners

Fluency Duty

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory [Fluency Duty for public facing roles](#)

Special working conditions

Method of Assessment – /

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match
- The post holder must have access to suitable means of transport as required for official duties. Where applicable the post holder must maintain a full current driving licence

Desirable:

- Occasional evening/weekend working may be required.

