

## Job Description

<b>Job title</b>	Lecturer in Law
<b>School / department</b>	School of Law
<b>Grade</b>	6
<b>Line manager</b>	Head of School
<b>Responsible for (direct reports)</b>	Philipp Elliot-Wright
<b>Date of creation or review</b>	18/11/2021

### Main purpose of the job

A short summary of the role

The post holder will be expected to teach a range of modules at undergraduate and postgraduate level; support the development of courses in the School of Law; and contribute to the research and publication profile of the department.

### Key areas of responsibility

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

- 1 Responsibility for teaching modules on the LLB Foundation and LLB (Hons) degrees, including at least two foundations of legal knowledge subjects, practical legal skills and generally to support teaching across the school.
- 2 Undertake administrative duties associated with the management of the university and its teaching programmes, as necessary.
- 3 Administrative and course responsibility.
- 4 Contribute to new course developments at undergraduate and postgraduate level.
- 5 Undertake the necessary examination and assessment preparation/monitoring that may be required by the teaching programme.
- 6 Keep abreast of relevant technical development and to undertake self-development by participation in the university staff appraisal scheme and in service training programme, as appropriate.
- 7 Contribute to research and consultancy work either on an individual basis or as part of collaborative projects.
- 8 Provide counselling and pastoral support for students.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

### **Dimensions / background information**

Organisational chart or some further information about the School/College/department.

Philip Ells – Head of School

Associate Professor Dr Philipp Elliot-Wright – Deputy Head of School, Head of UG and PG courses

Liz Pugh – Head of Legal Practice Course

- Nearly fifty years of teaching Law
- Degrees designed with vocation in mind and informed by industry
- Alumni working in senior positions as barristers and solicitors
- State of the art and dedicated facilities: law library, mock court room, computing facilities
- Courses supported by a range of professional and social events, student societies and University initiatives
- Full virtual support of all courses via Blackboard and social media.
- Lectures are recorded and available online via UWL Replay
- Member of staff responsible for employability
- Embedded in the degree are work opportunities with the West London Equality Centre, Acton Housing Clinic with Acton Homeless, Ealing Law Centre
- Two law firms providing internships and placement opportunities alongside over a dozen on an opportunistic basis from local firms via the Middlesex
- LLM students are eligible to become associate Fellows of the Chartered Institute of Arbitrators

### Courses offered

- LL.B Honours
- LL.B Honours with Foundation
- Legal Practice Course
- LLM Legal Practice
- LLM in Legal Practice (combined LPC and LLM enabling students to obtain a loan to cover both as a postgraduate single course)
- LLM in International Business and Commercial Law
- LLM in International Banking and Finance Law
- LLM in International Studies in Intellectual Property Law
- Postgraduate Research degrees (MPhil or PhD)

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<p><b>Qualifications and/or membership of prof. bodies</b></p> <p>This section reflects the appropriate level of expertise required by the role.</p>		Essential	X	X	
	Higher degree or professional qualification in an appropriate discipline	Postgraduate and/or Professional qualification or equivalent			
	Achieve PG Cert or HEA fellowship within two years of appointment		X	X	
<p><b>Knowledge and experience</b></p> <p>This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.</p>	Substantial experience of teaching on academic and/or professional training courses	Professional experience of law	X	X	
	Knowledge of at least 2 foundations of legal knowledge subjects, and some commercial law subjects	Experience of module leadership	X	X	
	Experience of teaching in higher education	Evidence of a willingness to develop an area of expertise in the areas of law related to the post	X	X	
<p><b>Specific skills to the job</b></p> <p>This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.</p>	Ability to teach on undergraduate and post-graduate courses in Law	Ability to liaise with the large organisations and other employers	X	X	

	Ability to undertake research work relevant to the field and to agreed targets	Relevant scholarly work, research and publications	x	x	
	Ability and willingness to work in teaching and curriculum development	Evidence of curriculum development	x		
	Ability and willingness to contribute to teaching teams		x	x	
<b>General skills</b> This section identifies transferable skills that you use for almost every job.	Effective oral and written communication skills		x	x	
	Links with sector, including courts, firms, chambers and law centres		x	x	
	Ability to work with minimal supervision		x	x	
	Ability to work as a member of a team with shared goals		x	x	
	Represent the School at university committees		x		
	Member of professional bodies		x		
	Good proficiency in written and spoken English		x		
<b>Other</b> This section should be used to make candidates aware of any special circumstances pertaining to the post.	Ability to travel throughout the UK and Internationally				
	Willingness to work evenings and occasional weekend.				

**Disclosure and Barring Scheme** Is a DBS Check required:  DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.