

Applicant Pack

Programme Leader

The College of Legal Practice



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PRIVATE & CONFIDENTIAL

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WELCOME LETTER FROM THE CHIEF EXECUTIVE OFFICER

Dear Candidate

Thank you for your interest in the position of Programme Leader at The College of Legal Practice. I do hope that you will consider the opportunity carefully and once satisfied that there is a potential fit, please apply.

Founded in December 2018 by The College of Law in Australia, The College of Legal Practice offers postgraduate education programmes for legal professionals throughout their career.

The organisation is fully virtual, with a small and dedicated team working closely with colleagues based in Australia. The College is at an exciting stage of its development, designing its first set of programmes for delivery from summer 2021.

I am looking for team members who are absolutely focused on offering students an excellent learning experience. You will need to be agile and innovative and willing to work remotely with a high degree of collaboration. The organisation is fast paced, but we are here for the long-term. We are looking to create a sustainable professional development pathway for legal professionals from qualification to management.

We are in the process of applying for Degree Awarding Powers, and as such have set ourselves high academic standards. We are also ambitious, and the College's financial position is strong, thanks to long-term investment from The College of Law.

If this sounds like the kind of organisation that you would like to join, please take your application further in the first instance by having an initial discussion with our retained Recruitment Consultants at Protocol.

Best wishes

Dr Giles Proctor
Chief Executive Officer
The College of Legal Practice



ABOUT THE COLLEGE OF LEGAL PRACTICE

The College of Legal Practice (“the College”) is a new, practice-based training provider that works with legal services organisations and individuals who are willing to make the bold choice to change the way they learn.

Fully committed to increasing access to the profession, the College will offer programmes to support the increasingly diverse career pathways that are now available to those wishing to become a solicitor. From intensive, purpose-built virtual training programmes that enhance core qualification training, to those designed to develop experienced practitioners for the modern demands of the legal services sector.

Established in April 2019, the College was set up by [The College of Law in Australasia](#) as a wholly owned UK subsidiary. The College of Law in Australasia is a mature and unique not-for-profit provider of professional legal education and market leader for lawyer qualification training in Australasia. Their intention in forming The College of Legal Practice was to diversify and extend their expertise in delivering modular, practice-based legal training into new jurisdictions around the world, building on 45 years’ experience of working with leading law firms and training over 5,000 lawyers each year.

For more information please visit <https://www.collegalpractice.com/about-us/the-college-of-legal-practice>

OUR APPROACH TO LEARNING

Due to the forthcoming introduction of the Solicitors Qualifying Examination (SQE), the world of legal training is on the verge of a substantial sea change. Added to this, the COVID-19 pandemic is also having a profound effect on the world of work.

Organisations are undergoing a complete reassessment of the way their employees will work and interact. The same too is true of the world of legal education. Institutions have until now in the main delivered their traditional training programmes within a classroom environment. but now they are facing the challenge of adapting such curricula to a new form of delivery in a virtual classroom. While that learning environment represents a considerable learning curve for such organisations seeking to adapt their design and delivery methodologies, for The College of Legal Practice it is second nature.

Drawing on the expertise of our parent organisation, The College of Law based in Australasia, we have over twenty years’ experience in the creation and delivery of world class legal training. Specifically designed from the outset to be delivered virtually, our programmes have successfully trained tens of thousands of lawyers. They are not work in progress. They are tried, tested, and proven to deliver competent lawyers who are productive from day one.

WHAT THE COLLEGE STANDS FOR

The College aims to help legal professionals reach their unique potential. We have a vision to be the go-to professional practice provider in the UK for all legal professionals throughout their careers. How are we going to do this, by offering flexible and personalised legal education through a team of dedicated supervisor practitioners.

Our Development:

The College has a current three-year Strategic Plan, supported by an operational business plan. There is a phased roll-out planned for three Masters Programmes over the next three years.

The backbone of the Programme and Student Services Operations will be in place by April 2021, with teaching faculty confirmed in Summer 2021. Our first programme is for aspiring solicitors and will be

delivered from Summer 2021. We will then roll-out in 2022 and 2023 respectively our programmes for qualified solicitors and leadership and management professionals.

Finance

The College's financial position is strong and there is a multi-year investment to the College from The College of Law built into a seven-year financial model for growth.

Commitment to Diversity & Inclusion

Ensuring that the College's internal team is representative of the community that we teach is a priority for us. We are committed to providing an environment where employees, students and others are treated fairly and with dignity and respect.

Reducing barriers to access legal education is one of our driving principles, that lies beneath everything we do. We have an active set of diversity and inclusion policies and are working with The Bridge Group to strengthen our strategy in this area.

Curriculum Provision

The College's portfolio of programmes offers a continuum of practical legal training for aspiring solicitors through to legal management professionals. The key attributes of the College's programmes are flexible, virtual delivery with a personal supervision model, purpose-built for the digital environment. The programmes are put together collaboratively with clients and offer adaptable, practical training.

THE THREE PROGRAMMES BEING OFFERED ARE:

Developing Legal Professionals

The Developing Legal Professionals Programme is for aspiring solicitors. It aims to facilitate the passing of the SQE and develop the competencies required as a new solicitor. The programme includes full-time and part-time SQE preparation courses, scheduled to fit with the SQE timings, as well as legal skills courses and modules.

The courses will help the learner develop a functional understanding of legal, technical, commercial and documentary issues in the context of common transactions in specific specialist areas of legal practice, and business skills. Learners can gain a LLM in Legal Practice through the completion of a range of modules.

Legal Service Professionals

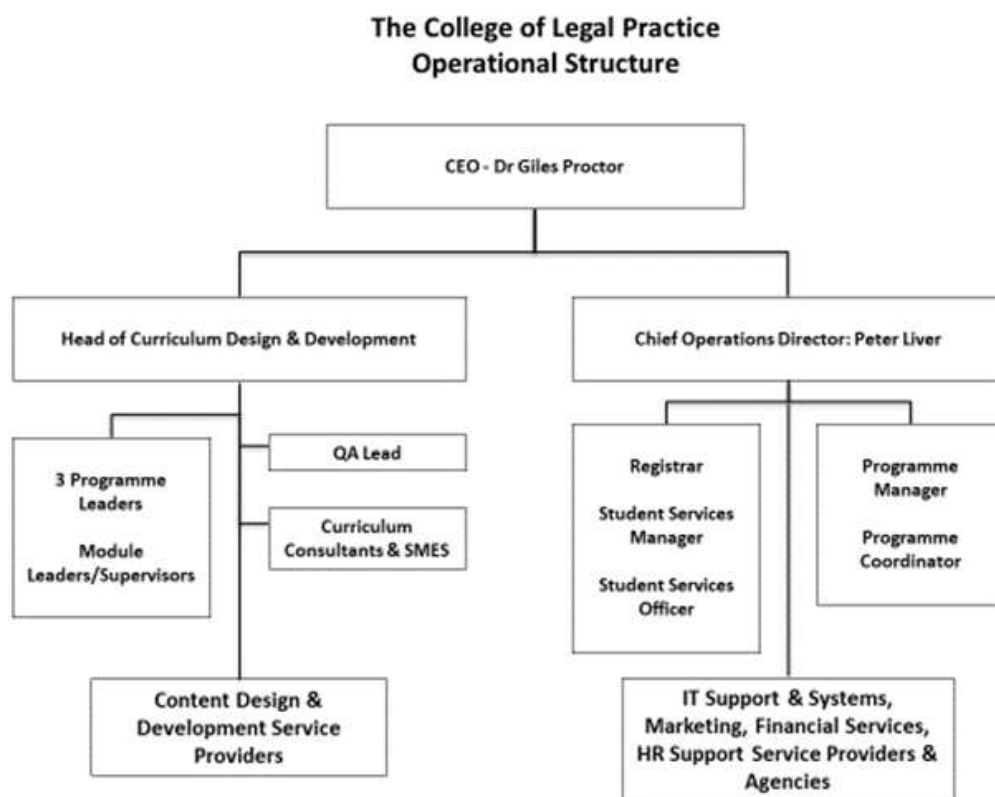
This programme offers courses for legal professionals with up to five years post-qualification experience in private practice or in-house. The courses and modules recognise the incremental progression required for a qualified practitioner building up their transactional and project management/client facing skills. Learners can gain an MSc in Legal Practice on the completion of 6 modules and a capstone project.

Leadership & Management Professionals

The Leadership and Management Professionals programme offers legal professionals of at least 5 years post-qualification experience a holistic understanding of the business of legal services by developing strategic, operational and economic insights and the personal and professional intelligence and skills required for successful legal practice. Learners can gain an MBA in Legal Practice on the completion of 6 modules and a capstone project.

The College's Operation

The College is developing different areas of its operation in 2020-21 and this recruitment round is a large part of this. There is currently a mixed model of employees and contractors to support our development.



Working environment

The College of Legal Practice recognises the importance of a work environment that actively promotes best practice. The College has a Code of Conduct that describes the standards of behaviour and conduct expected from workplace participants in their dealings with students, suppliers, clients, co-workers, management and the general public.

The team has always been fully virtual, working from home on a long-term basis. Where it is needed to meet face-to-face for training, workshops or one-off meetings that is fully supported.

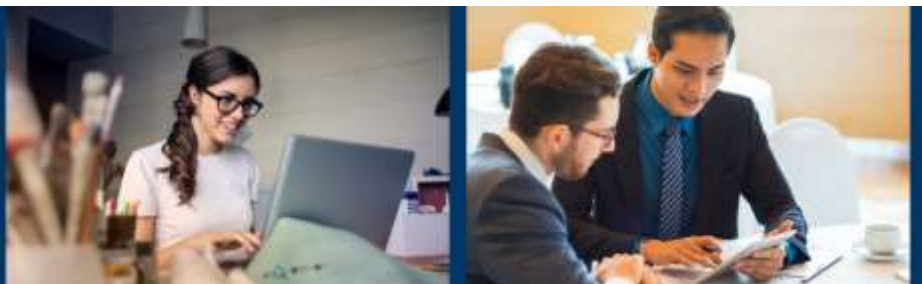
Professional Development

The College has a clearly defined performance management framework, underpinned by an annual appraisal process. There is a budget set aside for training and development to support your professional development.

As part of your professional development, we will expect you to contribute to the wider legal education community through:

- developing strong relationships with and between professional legal associations, groups, boards, committees and working parties

- developing strong relationships with law schools, law teachers, law student associations and other professional schools and organisations within the higher education sector with relevance for the College's work
- promoting discussion and debate in the profession and the higher education sector about the legal professional and developing best practice in legal education
- ensure that the legal profession is actively involved in the creation and maintenance of curricula
- promote corporate social responsibility in the profession and the community



JOB DESCRIPTION

Purpose

The role of the Programme Leader is central to the leadership and management of academic programmes and in enhancing the quality of learning and teaching at a subject level. We are looking for two Programme Leaders to lead the Developing Legal Professionals Programme.

The Programme Leader leads the supervisor team for their programme; and works closely with the Head of Curriculum Design and Development and the Chief Executive Officer to enhance quality, as well as with Student Services to ensure the day-to-day needs of students are met.

Programme Leaders are accountable to the Head of Curriculum Design and Development but will work closely to inform and support the operational development and delivery of the organisation.

Key Accountabilities

Leadership & Management

- Responsible for the operational delivery of the programme, and nested units and modules, in close liaison with the Head of Curriculum Design and Development
- Direct management of a team of subject matter experts and supervisors/tutors
- Organising the annual teaching arrangements for the programme, in consultation with the Head of Curriculum Design and Development
- Delegating programme duties and responsibilities to the Module Leaders and Supervisors and Student Services as appropriate
- Working with the Head of Curriculum Design and Development and the Senior Executive in the hiring, inducting and managing of Module Leaders and Supervisors
- Ensuring that arrangements for student inductions and briefings and academic guidance are in place for the programme
- Mentoring staff and promoting staff development on good practice and theory to ensure compliance with the College's Principles and standards.

Quality in Teaching and Learning

- Oversee the quality assurance and peer moderation process for the programme
- Leading the programme through the programme development and evaluation processes agreed by the College. Responsible for the submissions to Module Panels and the annual programme evaluation reports for presentation to the Programme Committee
- Ensuring modifications to the approved programme are processed according to College procedures and in a timely manner
- Contributing to and approving student recruitment and enrolment information and materials for the programme, including the Programme Handbook
- Acting as first point of contact for cases of academic misconduct and recommending cases to the Head of Curriculum Design and Development as appropriate
- Confirming any change in the academic status of a student registered on the programme in accordance with student records procedure, in close liaison with the Registrar and Student Services
- Overseeing the confirmation of student module choice in accordance with the advertised deadlines.

Working in partnership

- Liaising with other roles in the interest of the programme across The College of Legal Practice and The College of Law Group
- As a member of the Programme management team participating in curriculum development, the review and evaluation of teaching and assessment methods, the review of module evaluation forms, and in the approval of PARs
- Working with Student Services to ensure the teaching arrangements are agreed and communicated across the College
- Co-ordinating supervisor arrangements of students on the programme, in consultation with the Head of Curriculum Design and Development, and supported by Student Services
- Overseeing processes that improve retention on the programme and enhance the quality of teaching
- Ensuring that students receive programme induction and briefing and/or advice on module choice.
- Supporting Business and Commercial Development

Other

- To teach on any of the taught programmes, undertaking teaching, learning assessment and feedback responsibilities and contributing to programme planning and review.



SELECTION CRITERIA

Requirements	Essential
Education / Qualifications	Fellowship of the Higher Education Academy or comparable qualification
Knowledge and skills	<ul style="list-style-type: none"> • An excellent understanding of self-evaluation processes • A clear grasp of proposed reforms and changes to legal education involved with the Solicitors Qualifying Examination • Experience of managing a team of tutors • Excellent communication skills, both oral and written • Strong organisational skills and the ability to lead and manage to tight deadlines • An ability to work proactively and under pressure • The ability to provide the academic and professional leadership for teaching and learning necessary to build academic excellence across a portfolio of activity and strengthen the academic community • A thorough understanding of their academic discipline supported by a clear vision for its development and an ability to implement this • The ability to mentor and support colleagues to enable them to fulfil their potential • The ability and experience of providing an excellent learning experience for students.
Work experience	<ul style="list-style-type: none"> • To have worked collaboratively with a range of different stakeholders and to be able to motivate others to do so • The ability to lead on and implement strategies that improve the student experience of learning and teaching • To demonstrate influence over, participation in, and the ability to lead internal and external networks • To have experience of running professional development activities within a school or other education related organisation. • Experience of undertaking business development pitches and presentation
Other requirements	<ul style="list-style-type: none"> • A willingness to participate in and promote learning through staff development programmes • An ability to work collaboratively and to encourage others to do so.
Requirements	Desirable
	<p>A PhD or professional doctorate in an appropriate subject area or equivalent senior professional experience in teaching and learning and professional practice.</p> <p>Senior Fellowship of the Higher Education Academy or willingness to work towards this.</p>

HOW TO APPLY

For an informal discussion about this role please contact Alison Wellman (07741 153655) or Emma Stuart (07867 447327).

If you wish to apply for this position, then please:

- Provide an application statement of no more than 2 sides A4 and email to collegeoflegalpractice@protocol.co.uk with the subject heading of "Programme Leader".
- You should also complete the equal opportunities form and attach a CV.
- In your statement please provide
 - Your motivation for applying.
 - Your understanding of the key priorities of the role.
 - Brief examples of relevant experience and achievements.
 - (NB – no more than 3 sides of A4, font 11, Arial).

Protocol will send an acknowledgement of receipt via email to all applicants within 24 hours. If you do not receive an acknowledgement, then please call Alison Wellman on 07741 153655.

Please provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up references for candidates who have been shortlisted unless you tell us otherwise.

Recruitment Timetable:

Discussions with Protocol	Up to 5 th January 2021
Discussion with Chief Operations Director	16 th December 2020
Closing date	5 th January 2021
Shortlisting	Wc 5 th January 2021
Interview dates	25 th and 26 th January 2021

TERMS AND CONDITIONS

Salary:

£55,000 Per annum

Working Hours:

35 hours

Holiday Entitlement:

25 + Statutory holidays

Pension Arrangements:

8% pension contribution

Probation:

3 months

Notice Period:

3 months

Other Benefits:

Salary Sacrifice scheme

PURPOSE AND CONFIDENTIALITY



This Assignment Brief does not form part of an offer of employment nor a component element of a contract of employment. Its purpose is to provide information for candidates who have declared an interest in the position.



The content of this Brief should be regarded as confidential to the original recipient and is not for disclosure to any third party without the prior permission of Protocol.