**Job Description**

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| Job Title: | Lecturer |
| Faculty/Professional Directorate: | Faculty of Business, Law & Politics |
| Subject Group/Team: | Law |
| Reporting to: | Head of School |
| Duration: | Continuing |
| Job Family: | Academic |
| Pay Band: | 7 |
| Benchmark Profile: | Teaching and Scholarship Band 7 |
| DBS Disclosure requirement: | NO |
| Vacancy Reference: | TBC |

**Details Specific to the Post**

**Background and Context**

The University of Hull Law School is seeking to appoint a dynamic individual to join our expanding and innovative Legal Advice Clinic. The successful candidate will act as Deputy to the Director of the Clinic and play a key role in supervising students and advising clients. This is an exciting opportunity to contribute to a thriving community of researchers, academics, and practitioners dedicated to promoting legal education and social justice.

Our mission is to blend the best traditions of legal scholarship with contemporary, practice-led learning. The Law School is committed to diversity, community engagement, and supporting our students in developing real-world legal skills. The role will also involve contributing to classroom-based teaching on modules such as *Family Law*, *Criminal Evidence*, and *Real World Law*.

We are particularly interested in applicants with a strong background in legal practice and a commitment to public legal education and community outreach. The successful candidate will have at relevant post-qualification experience as a solicitor or barrister and be eligible to hold a current practising certificate.

**Specific Duties and Responsibilities of the Post**

The postholder will be expected to:

* Support the management and day-to-day operations of the Legal Advice Clinic (LAC), acting as Deputy to the Director.
* Supervise law students as they provide advice to clients, ensuring compliance with Solicitors Regulation Authority (SRA) and GDPR requirements.
* Advise clients of the LAC within your area of legal expertise.
* Train and work with the CLIO case management system, ensuring accurate and compliant record-keeping.
* Contribute to the development, preparation, and delivery of teaching materials for practice-led modules including:
* Legal Advice Clinic
* Real World Law
* Family Law (practice-focused)
* Criminal Evidence (practice-focused)
* Provide academic support and guidance to students, including marking assessments and offering feedback.
* Assist in the preparation of the Legal Advice Centre’s annual report.
* Participate in marketing and promotional activities for the LAC and wider Law provision, including:
* Attending Open and Applicant Days
* Liaising with legal firms and practitioners
* Build and maintain professional relationships to support student opportunities and practice-based research.
* Contribute to the Law School’s development of Street Law and Public Legal Education initiatives.
* Engage in relevant staff development and undertake a teaching qualification (if not already held) as part of the role’s progression expectations at Band 7.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The standard academic role at the University includes a combination of teaching, research, scholarship and administration. While all roles will combine these areas of work, the relative weight of each will vary from level to level and over time for individual role holders.

At this level post holders will provide teaching and undertake assessment in for a specified module or modules.

Staff at this level will teach as a member of a teaching team within an established programme of study, with the support of a mentor as per induction procedures.

The role holder may oversee postgraduate students and act as a personal tutor for students within the department.

**Main Work Activities**

### Teaching and Learning

* Teach in a variety of settings from small group tutorials to large lectures.
* Identify learning needs of students and define appropriate learning objectives.
* Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
* Develop own teaching materials, methods and approaches with guidance.
* Develop the skills of applying appropriate approaches to teaching.
* Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
* Translate knowledge of advances in the subject area into the course of study.
* Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
* Supervise the work of students, provide advice on study skills and help them with learning problems.

**Relationships and Team Working**

* Build internal contacts and participate in internal networks for exchange of information and to form relationships for future collaboration, for example faculty committees.
* Join external networks to share information and identify potential sources of funds.
* Collaborate with academic colleagues on course development, curriculum changes and the development of research activity.
* Attend and contribute to subject group meetings.
* May be expected to act as Module leader.
* Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students’ work.
* Share responsibility in deciding how to deliver modules and assess students.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures
* Where a candidate cannot demonstrate experience of teaching and /or they do not already hold a Postgraduate Certificate in Academic Practice, they will be required to undertake a Postgraduate Certificate in Academic Practice if successful. Proven experience of teaching would include sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques

**PERSON SPECIFICATION – Teaching and Scholarship Band 7**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Recognised professional accreditation where appropriate * Expected to undertake PCAP within 2 years if limited teaching experience, unless already has a relevant qualification | * A good degree and a PhD or equivalent in relevant discipline | **Application**  Interview |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Work in practice-based areas | * Ability to teach effectively at undergraduate level | **Application** |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of:**   * An active contribution to professional activities such as committees and research groups * An ability to communicate complex conceptual ideas to widely divergent audiences | * An extensive knowledge and understanding of clinical legal education (Department or discipline) | Application  I**nterview** |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of**:   * A positive contribution to professional activities or and initiatives and be prepared to be involved with open days, graduation ceremonies etc. and willingness to undertake administrative activities * Continuous Professional Development | * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities | Application  Other |