



The Inns of
Court College
of Advocacy

Job Description and Person Specification

BAR COURSE TUTORS

The Council of the Inns of Court and the Inns of Court College of Advocacy

The Council of the Inns of Court (COIC) is a charity with the object of advancing education in the administration and practice of the law, including promoting high standards of advocacy. COIC advances this principally through the activities of the Inns of Court College of Advocacy (ICCA) which provides education, leadership, guidance and co-ordination in relation to the pursuit of excellence in advocacy and professional ethics.

The ICCA has developed bespoke training on expert witness handling, interpreters and statistical information. The ICCA is responsible for the national 'Advocacy and the Vulnerable' Course and is currently developing ground-breaking material to teach Advocacy for Children in Conflict with the Law.

The Bar Professional Training Course

Future Bar Training reforms introduced by the Bar Standards Board (BSB), enabled the development and delivery of a radically different Bar training programme with the aim of increasing flexibility, accessibility, affordability and sustaining high standards in the delivery of Bar training.

The Inns of Court are determined to make the Bar more accessible to the ablest people. Working through COIC, they have developed a hugely successful two-stage Bar Course that delivers, via the ICCA, high quality training at an affordable price; facilitating access to the profession to those who are barred by the high cost and high risk inherent in the present regime. The ICCA course is a flexible and blended programme that utilises both online and face-to-face components with a strong focus on high standards in Parts One and Two.

The Inns of Court College of Advocacy

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Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD

The Role

The ICCA is recruiting Bar Course Tutors to provide tuition to its increasing number of students. We require tutors who can deliver either the Criminal aspects of the course – Advocacy and Conference or the Civil aspects – Opinion Writing, Advocacy, and Drafting. Applicants do not need to be able to deliver both Civil and Criminal parts of the course.

Reporting to the Bar Course Leader, those appointed will be part of an exceptional team of Tutors and Visiting Lecturers who collectively are responsible for the delivery of face-to-face teaching.

Tutors will be based at our offices within the Inns of Court and will teach students at bespoke premises across the four Inns of Court. Whilst we welcome applications from people with previous teaching experience, such experience is by no means a necessity. The successful candidates will be provided with training in course delivery. You must have an enthusiasm to teach our excellent students.

Key Responsibilities:

1. Undertake an instructional role on the Bar Course including tutoring students, marking written work and assessments and providing feedback to students.
2. Provide pastoral support to students as a personal tutor.
3. Assist other members of the ICCA team with the design, development and review of any content and assessment materials, as necessary.
4. Review, test and quality assure course content.
5. Research, devise, evaluate and write training and assessment materials for deployment on the Virtual Learning Environment (VLE) and for use in classroom-based learning.
6. Comply with quality assurance systems both internally and externally.
7. Keep abreast of developments in the law and relevant educational trends to ensure that ICCA courses and training materials are at the forefront of legal education.
8. Liaise effectively and diplomatically with a wide range of colleagues and external stakeholders and organisations.
9. Assist with Bar Course admissions and marketing and other COIC activities as necessary.

10. Any other duties as may be required, in line with the grade and nature of the role.

Person Specification:

1. Previous experience of courtroom advocacy.
2. Exceptional communication skills and enthusiasm for teaching students.
3. Strong interpersonal skills, including the ability to forge relationships with people across all levels of the organisation, and understand the needs of a variety of stakeholders.
4. Ability to work with initiative and the confidence to act decisively within agreed limits.
5. Commitment to working as a member of a team, learning from others and sharing expertise, in a small but growing organisation.
6. Ability to perform effectively as a key part of a small core team, working primarily by collaboration rather than delegation.
7. A willingness to acquire a working knowledge of the governance structures, curriculum and assessment methodologies in use to support all aspects of Bar training.
8. An awareness of the synergy between the Inns of Court and other key stakeholders within the legal profession.
9. A willingness to work flexibly when required.

The Contract

We would consider applications from those seeking a fractional contract.

There will be a six-month probationary period.

- Salary £57,500 p.a.
- 25 days paid holiday plus bank holidays
- Death in Service Benefit
- 15% Defined Pension Contribution by the employer (after 3 months)
- Private Health Insurance (after completion of probation)

Location: The ICCA is currently based at 33 Chancery Lane, London WC2A 1EN. A flexible working policy is available.

The ICCA values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent, and free from unlawful discrimination.

The Application Process

Please submit a short covering letter setting out your experience and suitability for the role. In this letter you should specify whether you are able to teach the Criminal subjects, Civil subjects, or both. You should also indicate whether you are interested in teaching full or part-time.

Also submit a copy of your CV.

These documents should be submitted no later than **27 October 2023** to info@icca.ac.uk

Shortlisted candidates will then be asked to complete a teaching exercise and competency-based interview at our offices.

If you are interested in helping teach the ICCA Bar Course but are not in a position to become an employed member of staff, you may wish to consider becoming one of our Visiting Lecturers. Please email the Bar Course Leader bpinfield@icca.ac.uk if you would like further information about this.