

Education/SEN Lawyer (BAND2)

Job Details

Job title: Education/SEN Lawyer (BAND2)

Grade: PS08 (Postcode NRTHNJC0948)

Reports to: Principal/Senior Lawyer

Directorate and Service area: Law and Governance, Legal Services

Purpose of Job

Governance is at the heart of everything we do, first and foremost we are part of a legal team working in local government. This role is expected to:

Provide autonomous, accurate and legally robust professional legal advice, representation and casework across a designated legal area. The post holder works largely independently with light touch supervision, leads on defined matter types, provides cross council legal support, and contributes to lawful, timely and effective decision making

Key Responsibilities:

- Manage an autonomous caseload of routine to moderately complex legal matters, providing timely, solution-focused advice.
- Conduct frequent advocacy in courts, tribunals, hearings and committees as required.
- Draft, negotiate and review both routine and complex legal documents, pleadings and contracts, ensuring accuracy and compliance.
- Provide cross-council legal advice to multiple services, supporting effective and lawful operational delivery.
- Provide accurate and timely legal and procedural advice directly to Committees and decision-making bodies.
- Maintain accurate records in the case management system including time recording, billing and file management.
- Contribute to the development and improvement of templates, precedents, processes and guidance materials, including the adoption and application of the same.
- Support governance, enforcement or project tasks including training for client departments as required.
- Attend partnership or governance meetings and support legal/governance audits as required.
- Provide support, mentoring and shadowing opportunities to junior colleagues as part of their professional development such as Solicitor apprentices and trainee Solicitors.

General Responsibilities applicable to all Jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification – Education/SEN Lawyer

Attributes	Essential Criteria	Desirable Criteria
Education, Qualifications and Training	Admitted Solicitor/Barrister/FCILEx Evidence of continuing professional development.	Additional specialist legal training or accreditation such as higher rights of audience
Experience and Knowledge	Post-qualification experience in a relevant specialist area, demonstrating the ability to provide autonomous legal advice and casework. Strong knowledge of local government law, governance, the Constitution and decision-making processes. Experience conducting advocacy before courts, tribunals or committees, where appropriate. Experience drafting and negotiating legal documents/contracts with accuracy and judgement. Experience in the following areas of work: • Providing general and specialist Education/SEN legal advice	Experience in local government or wider public sector. Knowledge of administrative systems and case management tools.

	• Advocacy in courts and tribunals, pre-action and Judicial Review matters • School admissions appeals and exclusion appeals processes • Advising on law, policy, strategy and procedure relating to Education/SEN issues	
Ability and Skills	Strong analytical, judgement and problem-solving skills; ability to provide proportionate, solution-focused legal advice. Excellent advocacy, negotiation, drafting and communication skills (written and oral). Effective interpersonal and influencing skills, with the ability to advise confidently and explain legal risk. Ability to prioritise and manage workload independently, meeting statutory and corporate deadlines. Ability to plan and organise work weeks to months in advance	Previous experience in or an understanding of Local Government

Equal Opportunities	Ability to demonstrate awareness /understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Promote and display the Council's values of being: • Customer-focused • Respectful • Efficient • Supportive • Trustworthy • Ability to handle sensitive and distressing case material. • Ability to travel for work purposes.	