**Education Lawyer**

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| jfklogo | **Role Description** |
| **Job title** | Education Lawyer  |
| **Reporting to** | Head of Education and Community Care |
| **Organisation purpose** | Just for Kids Law exists to work with and for children and young people to hold those with power to account and fight for wider reform. We do this by providing legal representation and advice, direct advocacy, and support, and through strategic litigation, campaigning, and equipping others to work for children’s rights. |
| **Context** | The Legal Team is a busy and responsive team comprised of 12 lawyers (Solicitors, Barristers a Senior Immigration Caseworker and Trainees) working in the fields of Youth Justice (Crime), Education, Community Care, Immigration and Public Law. We work closely with our Programmes Team to provide holistic support for clients with a range of needs, and to ensure that the young person’s voice is heard by the professionals supporting them. |
| **Role purpose** | Working as part of a small team of lawyers you will provide advice and representation to young people in Education Law matters, in relation to school exclusions, SEND and discrimination. This will include managing your own case load, providing legal advocacy, supporting non-legal advocates, responding to requests for advice, providing training to grassroot organisations and working with other organisations in the sector. As well as maintaining and managing a caseload the post holder is responsible for overseeing and maintaining the School Exclusions Clinic and the online School Exclusions Hub. The School Exclusions Clinic is a programme in which lawyers from corporate law firms volunteer for JfKL to support young people and their families with school exclusions. The School Exclusions Hub is an online resource that provides information and resources (including templates) in relation to school exclusions, which is currently designed for front line organisations.  |
| **Key accountabilities** | **Key Activities/Tasks** |
| **Providing legal advice and running litigation**  | * Providing high quality advice and representation for individual clients with a high degree of professionalism, and conducting work in such a way as to meet relevant external standards (e.g., Specialist Quality Mark, SRA, BSB and OISC etc).
* Running and maintaining own caseload of education law cases, of a reasonable size in order to meet team financial targets under the supervision of the Head of Education & Community Care.
* Creating a culture of client care in terms of service delivery.
* Ensuring that all time recording is entered onto the JFKL Case Management System to enable accurate reporting and maximise income.
* Undertaking billing in a timely and appropriate way to ensure regular cash flow to JFKL.
* Supporting with new client enquiries and one-off advice where necessary.
* Working closely with the Programmes team to ensure support to clients.
* Working with the Head of education and Community Care and the Head of Strategic Litigation in facilitating test case litigation, including running such litigation cases as well as writing and/or editing briefs and other litigation materials as required.
* Providing authoritative Education law advice and information to organisations and others, including delivering training, public speaking and contributing to publications.
* Making sure that appropriate procedures, controls, and structures are in place for the effective, efficient management of casework as part of the legal clinic
* Monitoring outputs and outcomes of all work undertaken.
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| **School Exclusions Clinic and School Exclusions Hub**  | * Oversee the School Exclusions Clinic, which and support the work of a team of legal volunteers working on school exclusions.
* Ensuring that appropriate procedures, controls, and structures are in place for the effective, efficient management of casework as part of the legal clinic
* Working with the Policy Officer (School Exclusions) and Communications Officer to edit and update the content for the School Exclusions Hub website.
* Undertaking and managing legal research.
* Working closely and effectively with the Policy Officer (School Exclusions) to deliver our strategic aims.
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| **Reporting and Evaluation**  | * Providing weekly/monthly case updates to line manager/ Director of Legal Services.
* Producing quarterly reports and additional reports as requested including any reports for funders.
* Maintaining accurate case records and monitor and evaluating the work in line with Just for Kids Law evaluation and outcome monitoring systems.
* Monitoring own financial performance, ensuring adequate funding of cases (including limitations to public funding certificates), timely progression of billing etc.
* Monitoring outputs and outcomes of all work undertaken through the clinic.
* Ensuring compliance with the Solicitors Regulation Authority, BSB and OISC requirements where appropriate. This includes maintaining a Personal Competence record of all personal objectives in terms of training and development needs and any courses or training undertaken to evidence compliance.
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| **General responsibilities** | * Attending and participating in internal meetings as required.
* Being a positive, cooperative, and constructive team member, upholding the values of JfKL.
* Complying with JFKL’s monitoring and recording requirements.
* Representing and promoting the organisation’s work positively.
* Carrying out all work with due regard to JFKL’s policies and procedures, including safeguarding and staff safety.
* Promoting Equality and Diversity principles in all aspects of work.
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| **Other duties** | * You will be expected to carry out any other duties which fall reasonably within this role.
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| **Updating this role description**This is a description of the job as it is presently constituted. It is the practice of Just for Kids Law to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you. |

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| jfklogo | **Person Specification** |
|  | **Essential**(must have in order to carry out the work) | **Desirable**(not essential but preferable) |
| **Knowledge*** Knowledge of the legislation relating to school exclusions and special educational needs, including equality and educational law.
* Knowledge of the children and young people’s sector and issues affecting children and young people
* Knowledge of the legal rights and entitlements of children and young people
* Knowledge of the issues affecting children and young people facing or experiencing school exclusion
* Knowledge of the CPR and Judicial Review procedures.
* Detailed knowledge of legal aid requirements, public funding applications and billing files
 | **x****x****x****x****x****x** |  |
| **Experience*** Experience of undertaking similar role
* Experience of working directly with young people
* Experience of managing a litigation caseload, including court representation
* Experience of meeting case management standards
* Understanding of different costs regimes and maximising of costs
* Experience of training staff on legal and procedural issues
* A background in education law, equality law, human rights law, or disability legislation
 | **x****x****x****x****x****x** | **x** |
| **Qualifications and training*** Legal qualification (Barrister/Solicitor)
* 1 years’ experience of working in education law
* Eligible to act as a Supervisory Lawyer according to SRA and LAA
 | **x** | **x****x** |
| **Skills and abilities*** Ability to manage, supervise and support volunteers
* Ability to communicate clearly and effectively both orally and in writing
* Ability to plan, record and organise work to clear targets
* Good attention to detail
* Ability to undertake Advocacy
* Computer literate with good MS Office skills.
* Ability to create effective links with professionals in all relevant sectors
* Ability to take initiative, think creatively and problem solve
* Ability to work well under pressure, and manage multiple priorities and projects effectively to tight deadlines
* Ability to be self-servicing in an office environment
* Ability to work independently
* Understanding of the complex issues that young people face
 | **x****x****x****x****x****x****x****x****x****x****x****x** |  |
| **Qualities*** Respect young people and champion effectively for their rights
* Energetic, self-motivated, and organised individual who is passionate about the work JfKL does, willing to work collaboratively and to uphold our mission, vision, and values.
* Creative and enthusiastic thinker that is able to support their team
 | **x****x****x** |  |
| **Other requirements*** A willingness to work occasional evenings and weekends.
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May 2021