



The Inns of
Court College
of Advocacy

Job Description and Person Specification

BAR COURSE TUTOR (CIVIL)

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 Bar Professional Training Course

The ICCA has developed a highly successful two-stage Bar Course that delivers high quality training at an affordable price. The ICCA course is a flexible and blended programme that utilises both online and face-to-face components.

The Role

The ICCA is recruiting Bar Course Tutors to provide tuition to its increasing number of students. We require tutors who can deliver the Civil aspects of the course– Opinion Writing, Advocacy, and Drafting.

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.

The Inns of Court College of Advocacy

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The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD

Tutors will be based at our offices within the Inns of Court and will teach students across the four Inns. 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. Design, develop and review course content and assessment materials.
4. Research, devise, evaluate and write training and assessment materials for deployment on the Virtual Learning Environment (VLE) and for use in classroom-based learning.
5. Comply with quality assurance systems both internally and externally.
6. 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.
7. Liaise effectively and diplomatically with a wide range of colleagues and external stakeholders and organisations.
8. 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 £61,000-£65,00 PA (Depending on Experience)
- 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.