



The Council
of the Inns
of Court

Job Description & Person Specification

BPTC Course Designer

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 leadership, guidance and co-ordination in relation to the pursuit of excellence in advocacy. The ICCA enjoys a growing international reputation for its activities both at home and abroad in supporting the advocacy training of the Inns and Circuits and providing training overseas.

The Bar Professional Training Course

Reforms being introduced by the Bar's regulator, the Bar Standards Board (BSB), permits the development and delivery of a radically different Bar Professional Training Course (BPTC) – the essential qualification required for a career as a barrister – with the aim of increasing flexibility, accessibility, affordability and sustaining high standards in the delivery of training.

The Inns of Court are determined to make the Bar more accessible to the ablest people. Working through COIC, they propose to create a BPTC that delivers high quality training at a reasonable price to students who have a realistic prospect of obtaining pupillage, facilitating access to the profession to those who at present are barred by the high cost and high risk inherent in the present regime.

Initial feasibility studies and outline proposals completed by COIC earlier in 2017 have been endorsed by the Inns. A Steering Group has been established to facilitate design and to apply in the first instance to the Inns and, subject to their permission, to the BSB for validation to deliver a two-phase BPTC from January 2020. The ICCA course will be a flexible and blended programme that utilises both online and face-to-face components with a strong focus on high standards in both phases.

The Council of the Inns of Court

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Limited by Guarantee

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Charity Number: 1155640
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The Role

The ICCA seeks experienced Bar Course Designers to take a leading role in the design and development of the ICCA's BPTC. Working with the COIC Steering Group, and reporting to the ICCA Programme Director, an initial priority will be to develop the architectural course structure and assessment strategy to support the detailed proposals and business case for the delivery of a BPTC by the ICCA. Following agreement by the Inns, the Course Designers will then have responsibility for the development of the detailed lesson and assessment content to support the launch of a BPTC to be delivered using the latest blended learning techniques. It is fully anticipated that the design team will expand as the project grows. Applications for part time roles will be considered.

Key Responsibilities:

Reporting to the ICCA Programme Director:

1. Ensure that a detailed curriculum is developed which is effectively mapped to the BSB's professional statement and other relevant policy requirements;
2. Assign appropriate methods of delivery for learning objectives and create media development plans;
3. Research, devise, write, edit and adapt training materials and assessment using a range of software tools including the use of Virtual Learning Environments (VLE) and MS Office applications;
4. Project manage the development of training media and evaluate media developed by third parties to ensure quality standards are maintained;
5. Pilot, test and quality assure course content;
6. Develop course development protocols for the design, edit and maintenance of course materials;
7. Keep abreast of relevant educational trends to ensure that courses and training information take full advantage of the breadth of educational techniques and learning technologies available;
8. Comply with quality assurance systems both internally and externally;
9. Provide routine and ad hoc reports and updates on projects;
10. Liaise effectively and diplomatically with a wide range of internal colleagues and external stakeholders and organisations;

11. To assist other member of the COIC team with the design, development and review of any ICCA content and materials as necessary; and
12. Any other reasonable duties as required.

Person Specification:

1. A demonstrable track-record of successfully designing legal curricula;
2. Experience of delivering training, assessing and supporting learners on the BPTC, or other comparable legal education programmes;
3. A detailed knowledge of the governance structures, curriculum authorities and assessment methodologies in use to support all aspects of Bar training;
4. Experience of working in course design teams and working collaboratively within tight schedules and to budgets;
5. An understanding of course design using the latest educational techniques and technology, including online and blended learning;
6. A proven commitment and passion for helping individuals excel in all aspects of training for the Bar;
7. A keen awareness of the synergy between the Inns of Court and other key stakeholders within the legal profession;
8. Exceptional communication skills, judgement, and the ability to think strategically;
9. 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;
10. Ability to work with initiative and the confidence to act decisively within agreed limits;
11. Commitment to working as a member of a team, learning from others and sharing expertise, in a small but growing organisation;
12. Ability to perform effectively as a key part of a small core team, working primarily by collaboration rather than delegation; and
13. A flexible approach, including the willingness to attend early morning and evening meetings as required.

The Contract

COIC is seeking to appoint the 4 x Course Designers to a fixed term contract for 24 months. At the end of the contract period, and following the successful implementation and launch of the BPTC, this may be reviewed and the post-holder be given an opportunity to move in to a full-time instructional role on the BPTC, subject to meeting certain criteria set by the ICCA Programme Director and the Inns of Court.

There are milestones within the BPTC project and if for any reason the project is unable to continue beyond any of these milestones then the role may be diverted on to other advocacy projects within the ICCA's CPD library.

There will be a six month probationary period.

- Salary £55,000
- 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: COIC is based at 9 Gray's Inn Square, London WC1R 5JD. Other flexible arrangements may be agreed with the ICCA Programme Director.

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