



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: LAWS Programme Director (0.5 FTE)

Department/Division: Law

Accountable to: Department Manager (Strategy and Resources)

Job summary

LAWS (Legal Academic Writing Skills) is the Law Department's flagship skill development programme for undergraduate LLB students. The programme was designed to fill a lacuna in the LLB syllabus, which is largely content-orientated. LAWS is designed to assist students in the development of the technical and transferable skills that are essential not only for the successful completion of the degree, but also for their future employability in the legal profession. The LAWS programme currently includes lectures on legal writing and legal skills development sessions, peer marking exercises, mock assessments and one-to-one writing clinics with a specialist LAWS advisor.

As part of a recent review of the LAWS programme the Department has decided to develop the programme and to connect the LAWS programme to other skills development and extracurricular programmes within the department including our established mooting and pro-bono programmes. The Department of Law is therefore looking to recruit a LAWS Programme Director (0.5FTE) to take this exciting project through its next stage of development and to contribute to its long-term success. Reflecting the novelty of this project, we are looking for someone who is enthusiastic and flexible. The post holder will work with undergraduate students and with Professional Services and Academic Staff to co-ordinate the delivery of a world leading legal skills programme for law students. They will be expected to design and deliver LAWS lectures, work with students in groups and on a one-to-one basis and to deliver strategic vision for the development of the LAWS programme and allied extracurricular programmes.



Duties and Responsibilities

Teaching and learning support

- To design and deliver individual, lectures, workshops and group learning support sessions and promote students' independence in the development of their academic and personal skills in line with the School's strategic priorities and in response to the specific needs of law students at LSE.
- To take the lead in the promotion and development of the academic and personal skills support available to undergraduate students in the Law Department by liaising with both Academic and Professional Services colleagues.
- To manage and develop the LAWS programme curriculum to ensure the programme remains contemporary and delivers the skills needed by law graduates.
- To liaise with colleagues in LSE Careers to ensure LSE Law graduates have the skills needed for the workplace.
- To play an active role in the welcoming of students on to the LLB programme.
- In response to feedback obtained from students and academic colleagues, to identify and design new initiatives that will complement and expand the LAWS programme, defining appropriate learning objectives that are sensitive to student diversity, engage interest and enthusiasm and inspire students to develop.
- To manage a small team of LAWS coaches who provide one to one feedback to students.
- To work with colleagues in the LLB team to manage the Department's pro bono and mooted programmes and to integrate LAWS with these programmes to give students a 360° personal skills training.
- To review and manage the Department's legal skills portfolio programme which allows students to track skills development in a personally reflexive way.
- To act in a way that demonstrates the School's commitment to Equality and Diversity for staff, students and partners in designing and delivering teaching materials and workshops.

Communication

- In collaboration with the Director of Undergraduate Programmes and the Head of Department, to liaise and network with colleagues across the Department and with professional services units in the development of legal skills including the Teaching and Learning Centre, LSE LIFE and Learning, Technology and Innovation at the LSE. To work with colleagues on teaching activities and the setting up of collaborative solutions to pedagogical needs.
- To provide appropriate information and guidance to students in both one to one and one to many settings.
- To provide appropriate care to students with complex needs be they in terms of personal or disability issues and refer these students to the most relevant part(s) of the School when appropriate, ensuring adequate liaison.
- To produce effective learning development materials, which may be used as part of live teaching or online resources.
- To communicate with academic, administrative and technical staff and students across the School in support of LAWS activities through various media, ensuring key and complex messages about LAWS are understood.
- To propose, and advise on, effective use of technology in the context of learning development activities, so as to better reach the circa 550 students targeted by LAWS. This could include, for instance, developing resources on the School's virtual learning environment (Moodle), developing podcasts and/or using social media.



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- To communicate the Department's vision to external partners in both our mooting and pro bono programmes and to seek to develop and cultivate relationships with the legal profession.
- To pursue placement and funding opportunities from external sponsors for our pro bono and mooting programmes.



Analysis and research

- To keep up to date on research into learning development and student engagement issues in legal education, and ensure that teaching materials used in LAWS are based on the best practice in the subject.
- To explore/follow up on opportunities for small grants/research opportunities to undertake R&D work in learning development.
- To take overall responsibility for the design of teaching materials, including content and delivery format.
- To be aware of developments in professional education and professional accreditation, including developments emanating from the Solicitors' Regulatory Authority and the Bar Standards Board.
- To be aware of the use of learning technology platforms in legal skills education and to where appropriate integrate them into the LAWS programme.

Teamwork and motivation

- To work as an active member of the Law Department in the identification, design and delivery of new learning opportunities best adapted to our students' evolving needs.
- To manage the LAWS team including LAWS coaches.
- To collaborate with the Programme Manager, Undergraduate Programmes on the development of and delivery of the Departments extracurricular activities including mooting and pro bono.
- To collaborate with colleagues from other academic departments, professional service units, and research institutes and be prepared to take on varied additional duties to support the success of the LAWS programme.

Service delivery

- To deliver high quality student support be it in a one-to-one context, in workshops or in large events.
- To seek actively student feedback to monitor progress and adjust content and delivery of content delivered accordingly.
- To respond promptly to enquiries from academic colleagues, professional services colleagues and students.
- To work with colleagues in the administration of the pro bono and mooting programmes as well as LAWS.

Decision-making

- The post holder will have a responsibility, with the Director of Undergraduate Programmes, to decide on the most appropriate content for the LAWS programme, taking into account students' needs, limited resources and departmental constraints.
- The post holder will have to manage delivery of the LAWS programme including arranging for speakers, managing the timetable of the programme and reviewing student feedback and deciding upon innovations in the programme.

Initiative and problem-solving

- To understand the issues faced by law students and propose initiatives as a response to those needs.
- To work with LSE Careers and other colleagues in the School to ensure LSE graduates are ready for the workplace.



Other responsibilities

- With guidance from the Head of Department or the Director of Undergraduate Programmes, to undertake institutional investigative work (eg, student surveys; other forms of consultation with students and/or academic staff and professional services staff).
- Other duties as requested by the Head of Department or the Departmental Manager (Strategy and Resources).

Specific conditions

- It will not normally be possible for the post holder to take extended leave during LSE term times. Where such leave is necessary, this will need to be arranged well in advance wherever possible.