



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Education Lawyer
Grade	9-10 with market supplement
Directorate	Chief Executive's Office
Service	Legal & Democratic Services

Criteria

Experience		
1. Substantial relevant experience in a legal environment	A/I	E
2. Experience in a Local Authority legal environment	A/I	D
3. Experience of dealing with proceedings in the SEND Tribunal	A/I	E
4. Experience of advising on education law including the law pertaining to special educational needs and related proceedings	A/I	E
5. The ability to provide specialist support and legal advice to Families and Wellbeing Directorate or other areas of work within the Legal Department as directed by the Legal Services Team Manager and Solicitor to the Council. To include attendance and representation at meetings with client department and other agencies and legal representatives	A/I	E
6. Experience of drafting and preparing applications to Tribunal/Court and advising on the drafting of reports for tribunal/court.	A/I	E
7. Conducting related advocacy at the appropriate level before the tribunal/courts and any other appropriate tribunal as directed by the Legal Services Team Manager where a right of audience for the post holder exists.	A/I	E

8. Experience in contributing to developing strategies and/or solutions in order to achieve required outcomes or improvements within the service area	A/I	E
9. You should have developed interpersonal skills with the ability to encourage and communicate effectively both in writing and verbally with professional officers, colleagues, Members, external legal representatives, the Tribunal/Courts and members of the public in an informative, polite and communicative manner where they may be some difficulties in achieving the appropriate outcome.	A/I	E

Skills and Abilities		
1. You must demonstrate the ability of incisive analytical skills, accurate drafting, excellent interpersonal skills and the ability to facilitate resolution of conflict.	A/I	E
2. You must also demonstrate the ability to research legal points and form an opinion, which is both decisive and professional on the information available	A/I	D
3. You must also possess the ability to present an argument in a logical and comprehensive manner including the presentation and defending of cases at the appropriate level on behalf of the Authority in Courts, Tribunals and Inquiries	A/I	E
4. To be able to work with minimal supervision	A/I	E
5. To be able to work within both set and sometimes unpredictable deadlines	A/I	E
6. Demonstrate personal resilience in professionally dealing with service users who may sometimes have significant or intense emotional demands	A/I	E
7. You should be able to provide occasional supervision to Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff	A/I	E
8. You must be able to work as part of a team, being able to cover work for colleagues (sometimes at short notice) and to work with others who may not be part of your immediate team of colleagues	A/I	E
9. You should be able to deputise for the Senior Solicitor (adult social care/education) and occasionally for the Legal Services Manager (Safeguarding) as and when required	A/I	E

Education, Qualifications and Knowledge		
1. Qualified solicitor, barrister or Fellow of CILEx	A/C	E
2. A sound knowledge of Local Government Law	A/I	D
3. Evidence of on-going CPD - continuing learning and knowledge of the law relating to adult social care	A/I	E

4. A detailed knowledge of the law and related concepts and principles relating to education law which is unlikely to have been obtained in under three years of PQE	A/I	E
<p>Please note - progression through the career grade will be dependent on demonstrating the appropriate application, knowledge and experience within each of the disciplines required as Essential below through the Performance Management or interview process.</p> <p>Career progression within the team will be dependent on experience and qualification:</p> <p>To progress to Grade 10 you will:</p>		
1. Consistently demonstrate advanced knowledge and application of the relevant concepts and principles of Education Law		E
2. Regularly demonstrate and apply highly developed interpersonal skills, negotiating, persuading and convincing others to adopt a course of action that they are reluctant to accept and /or where there may be specific constraints of regulation to achieve this		E
3. Demonstrate substantial relevant experience in contributing to developing strategies and/or solutions in order to achieve required outcomes or improvements within the service area		E
4. To undertake a range of work working within broad council practice where there is a lack of existing procedure or practice		E
5. To regularly work within both set and unpredictable deadlines.		E
6. Demonstrate personal resilience in professionally dealing with service users who may have significant or intense emotional demands		E
7. To provide additional support, advice, guidance and supervision to employees within the service including Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff		E

Commitment To Equal Opportunities

Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E
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Commitment To Service Delivery / Customer Care

Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E
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Climate and Sustainability

<p>Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.</p>	A/I	E
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<p>Other requirements</p>		
<p>The postholder needs to be flexible and be able to accommodate change and pressure with an awareness of constraints affecting the working environment e.g. financial constraints/deadlines/timescales</p> <p>37 hours per week</p> <p>1 Time Square, Warrington</p>	A/I	E

<p>Methods of Assessment Key</p>		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

<p>Review Arrangements</p>		
<p>The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.</p>		

Prepared / Revised By	Caroline Owen
Role	Legal Services Manager – Safeguarding
Date	March 2026
Signature of Role Holder (following appointment)	
Date Signed	