



Job Description

Directorate	Chief Executive's Office
Service	Legal Services

Post details	
Job title	Education Lawyer
Grade	9 with market supplement
Location of work	1 Time Square
Directly responsible to	Legal Services Manager (Safeguarding)
Directly responsible for	N/A
Hours of duty	37
JE Reference	A9606
Primary purpose and scope of the job Education Lawyer based within the Legal Services Safeguarding Team who is required to provide legal advice and services to the client departments and the Council itself.	
Working Relationships Within the Council as a whole through Client Departments and the Legal Services Team with Officers, colleagues, Members, Courts, Tribunals, solicitors from other authorities and private practice and from time-to-time members of the public and other related Agencies.	

Key Tasks and Responsibilities

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.

2. To undertake the provision of legal advice, guidance and support on behalf of Warrington Borough Council (and its schools) in relation to Education matters (including SEND Tribunal cases and all questions relating to Education Law).
3. To conduct advocacy at all levels with respect to the above matters before the SEND Tribunal and any other appropriate tribunal.
4. To proactively advise and respond to all requests for legal advice. Advising on the proposed impact of any legislation as and when appropriate to the Client Departments.
5. To undertake all preparations in relation to Advocacy including preparation of bundles, skeleton arguments and statements ensuring full compliance with legislation and guidance, attendance at advocates meetings and to liaise with Counsel as and when required.
6. To attend relevant meetings including where applicable Safeguarding Board meetings, Joint Partnership Groups, and Legal Gateway meetings.
7. The postholder must carry out the duties with full regard to the Council's Community Plan, Community Safety Strategy, Corporate Equality Plan, Health and Safety Policy and Social Inclusion Strategy.
8. Any other duties as directed by the Legal Services Manager and ultimately the Director of Law and Governance.
9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. The post holder is responsible for contributing to and compliance with strategies and policies relating to safeguarding and promoting the welfare of children and vulnerable adults.
11. To provide occasional supervision to Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff as and when required.
12. To deputise regularly for the Senior Solicitor (Adult Social Care and Education) and occasionally for the Legal Services Manager (Safeguarding) as and when required.
13. To assist occasionally any team in Legal and Democratic Services. This can include working outside of normal office hours and working off site.
14. To undertake such additional duties as are reasonably commensurate with the level of this post.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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



Job Description

Directorate	Chief Executive's Office
Service	Legal Services

Post details	
Job title	Education Lawyer
Grade	10 with market supplement
Location of work	1 Time Square
Directly responsible to	Legal Services Manager (Safeguarding)
Directly responsible for	N/A
Hours of duty	37
JE Reference	A9607
Primary purpose and scope of the job Education Lawyer based within the Legal Services Safeguarding Team who is required to provide legal advice and services to the client departments and the Council itself.	
Working Relationships Within the Council as a whole through Client Departments and the Legal Services Team with Officers, colleagues, Members, Courts, Tribunals, solicitors from other authorities and private practice and from time-to-time members of the public and other related Agencies.	

Key Tasks and Responsibilities

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.

2. To undertake the provision of legal advice, guidance and support on behalf of Warrington Borough Council (and its schools) in relation to Education matters (including SEND Tribunal cases and all questions relating to Education Law) some of which may be complex.
3. To conduct advocacy at all levels with respect to the above matters before the SEND Tribunal and any other appropriate tribunal.
4. To proactively advise and respond to all requests for legal advice. Advising on the proposed impact of any legislation as and when appropriate to the Client Departments taking into account novel applications of known techniques.
5. To undertake all preparations in relation to Advocacy including preparation of bundles, skeleton arguments and statements ensuring full compliance with legislation and guidance, attendance at advocates meetings and to liaise with Counsel as and when required.
6. To attend relevant meetings including where applicable Safeguarding Board meetings, Joint Partnership Groups, and Legal Gateway meetings.
7. The postholder must carry out the duties with full regard to the Council's Community Plan, Community Safety Strategy, Corporate Equality Plan, Health and Safety Policy and Social Inclusion Strategy.
8. Any other duties as directed by the Legal Services Manager and ultimately the Director of Law and Governance.
9. To carry out all duties with due regard to confidentiality and data protection regulations.
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