

Job Description

Job Title:	Paralegal (Education Law)
Service:	Legal Practice Unit
Reporting to:	Head of Education Law
Salary Range:	Dependent on experience. <ul style="list-style-type: none"> - Junior paralegal: £20,000 - £22,000 per annum - Senior Paralegal: £22,000 to £24,000 per annum (with 3+ years casework experience)
Work Pattern:	Full-Time
Contract Type	Permanent

Coram is the UK's oldest children's charity founded by Thomas Coram in London helping vulnerable children and young people since 1739. Today, the Coram group helps more than one million children, young people, families and professionals every year by providing access to the skills and opportunities they need to thrive.

Coram Children's Legal Centre (CCLC) is the UK's specialist centre for children's rights championing access to justice through information and advice, legal practice and representation, policy and strategic litigation. Our Legal Practice Unit provides advice and representation in child and family law, education law, community care law and asylum and immigration law.

Purpose of the role:

To provide legal advice and assistance to young people, parents, carers and other client groups through education law telephone advice and casework.

Main duties & Responsibilities:

1. To handle telephone calls from those seeking advice through Civil Legal Advice in relation to education and discrimination law matters.
2. To competently advise callers via the telephone or other communication methods as necessary.
3. To keep accurate and detailed records of call handling by complying with the department's policies on file management and advice giving.
4. To conduct own caseload under supervision and in compliance with the Legal Practice Unit's (LPU) procedures in relation to Education law.

5. Where fee-earners are absent, to cover work on their caseloads.
6. To assist fee-earners in other departments within the LPU as may be necessary.
7. To record both chargeable and non-chargeable time and to achieve a monthly chargeable hours target.
8. To meet an annual fee income target, to be monitored on a monthly basis.
9. To undertake other administrative and non-chargeable tasks as required.
10. To keep up to date on Education law, process and procedure and to share information to the benefit of the department.
11. To recognise and challenge all forms of discrimination and prejudice in the workplace.
12. To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
13. To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
14. To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).