



University of
East London

Pioneering Futures since 1898



Your job title:

Lecturer / Supervising Solicitor



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We're delighted that you're considering joining us on our journey to deliver *Vision 2028*.

Think all employers are the same? Think Again.

At the University of East London, we're not just another employer. We're a careers-first, values-driven institution with a bold mission to tackle inequality and prepare for the future. Together, we're building a truly inclusive and future-ready university, one that empowers our students and communities to make a lasting impact.

With a proud 125-year heritage, we've always looked forward, not back. Through Vision 2028, our 10-year strategic plan, we're investing in cutting-edge learning spaces, digital innovation, and exceptional people like you.





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We are UEL

Our *institution*

The University of East London is a careers-first university. We prepare our students for the jobs of the future and have been doing this proudly for 125 years.

40,000 students represent over 160 different nationalities from across the globe.

1,800+ colleagues who help us realise Vision 2028, our strategic plan.

5 schools changing the face of education to match the ongoing fundamental shift in working cultures.

Our *difference*

1st in London for Student Experience (National Student Survey 2024).

3rd in London for Teaching Satisfaction (Guardian University Guide 2025).

1st in the UK for addressing inequalities and 2nd in the world (the Times Higher Education Global Impact Ranking, 2020).

92% of our research is recognised as world-leading, internationally excellent, or internationally recognised (REF 2021).

Our *transformation*

We're in the midst of an ambitious transformation under our Vision 2028 strategy, evolving from a traditional university into a careers-first, innovation-driven institution. As England's fastest-rising university for career success, we've embedded employability and enterprise at the heart of learning and now rank second in the UK for student entrepreneurship. Our research and enterprise activity now contributes more than £1 billion annually to the UK economy, with graduate-led business survival rates soaring by over 1000% in recent years.

We're redefining how students and staff experience university life by actively evolving, combining social inclusion, innovation, and real-world impact. The role you're applying for will play a key part in shaping the next chapter of that journey.



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Working at the University of East London

At the University of East London, we foster a professional, positive, and inclusive work environment built on shared values of Passion, Inclusion, and Courage. Our culture is collaborative and innovative, empowering staff to think differently, make an impact, and contribute to our ambitious Vision 2028 strategy. We are proud to be one of the most diverse universities in the UK, with a strong commitment to staff wellbeing, flexible working, and creating spaces that encourage creativity and growth.

We offer a comprehensive and competitive benefits package through our unique Total Reward Deal, which goes beyond salary to include progressive policies on annual leave, health and wellbeing, career development, and flexible working. Our goal is to ensure every colleague feels valued, supported, and equipped to succeed.

By joining UEL, you'll be part of a dynamic community that shares success, invests in people, and strives to make a real difference in the lives of our students and the communities we serve.

Our *Values*

Passion

We bring energy, pride, and purpose to everything we do. We care deeply about our work, the people we serve, and the impact we make – and we always strive to be better.

Inclusion

We create an environment where everyone belongs, feels respected, and can contribute fully. Our differences make us better, and fairness guides how we treat one another.

Courage

We act with integrity and confidence, even when it's difficult. We challenge ourselves to improve, embrace change, and do what's right to build a better future.



Job Description

Lecturer / Supervising Solicitor

School/Service: Royal Docks School of Business and Law

Grade: F

Location: University Square Stratford campus.

Reporting to: Head of Department/Director of the Legal Advice Centre

Line management for: Legal Advice Centre Assistant

Key internal relationships Students, academic and professional services colleagues

Key external relationships Professional bodies, local employers, schools and colleges

Contract type and hours Permanent/Full-time.

BRIEF OVERVIEW OF ROYAL DOCKS SCHOOL OF BUSINESS & LAW

The Royal Docks School of Business & Law is a contemporary and vibrant learning community where we focus on providing a transformational educational experience for our students. With a clear focus on creating graduates of the future, we are a key School within an ambitious University. Based in the fast growing and diverse environment of east London and Docklands, the school is well positioned in a community benefiting from substantial inward investment and regeneration



JOB PURPOSE

- To supervise students and the provision of advice to clients in the Legal Advice Centre at UEL
- To organise and manage the day-to-day operational running of the Legal Advice Centre
- To support the provision of skills and employability-based learning within the Law Department

KEY DUTIES AND RESPONSIBILITIES

- To supervise students in the Legal Advice Centre in appointments in the LAC and all work which follows which involve interactions with clients and members of the public.
- To contribute to activities aimed at enhancing student experience in relation to careers and employability skills.
- To provide teaching support in skills-based modules relating to Solicitors Qualifying Exam and supervise students completing qualified work experience in the LAC.
- To carry out, or otherwise contribute to, the administration and management of law programmes including teaching where required on skills-based and clinical modules
- To line manage junior members of staff associated with the LAC.
- To attend meetings with partners and stakeholders that directly affect the LAC
- To liaise with local feeder schools, colleges, employers, and other organisations as appropriate.
- To contribute to student recruitment activities, including open days and later summer recruitment.
- To undertake other such duties as may be assigned by the Director of the LAC and Head of Department including leading in events and showcasing practice-based education across the University.
- To work within the University's equality and diversity policies.



The duties and responsibilities outlined provide a general overview of the range of tasks that this role may be required to perform; however, it isn't exhaustive. You may occasionally be asked to take on other duties in line with your grade as we continue to grow and evolve.

We're proud of our diverse and inclusive community, and we ask all colleagues to uphold all UEL policies and regulations. Employees should actively demonstrate our values and contribute to UEL's positive, forward-looking culture.

PERSONAL SPECIFICATION

The University's Core [Values](#) are **Passion, Inclusion, and Courage**, and they are at the root of everything we do, and everyone in our community is expected to demonstrate them.

At the University of East London, our [values](#) of Passion, Inclusion, and Courage guide our actions, from strategic decisions to day-to-day interactions with students and each other. Our values are rooted in our history, heritage, and character, and they help to ensure the University is a rewarding, welcoming, and inspiring place to work.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

	Essential Criteria	Desirable Criteria
Education & Qualifications	• A degree in Law and a current practicing certificate • A practicing certificate	• Certificate in Teaching and Learning in Higher Education or equivalent teaching qualification • Fellow of the HEA
Experience & Knowledge	• Experience at a senior practitioner level, with the capability to oversee the Legal Advice Centre and provide SQE-aligned supervision	• Experience of higher education teaching in a relevant area in the UK



- A track record of working effectively with students, staff and the local community
- Knowledge and a successful track record of legal experience across all legal fields
- Experience of working in a university Law Clinic
- Knowledge of local and regional law firms to strengthen links to the professional community
- Evidence of developing professional relationships with outside agencies

Skills & Abilities

- Excellent ability using Microsoft software such as Word and Excel
- Strong oral and written communication skills with experience of presentations
- Ability to work independently and part of a team.
- Demonstrable ability to supervise and teach effectively, using a variety of vehicles including flexible and distance modes and ability to develop new modules, programmes and new approaches to learning to students from a wide range of backgrounds and capabilities
- Ability to undertake administration, monitor own work programmes and successfully deliver programmes of work whilst proactively meeting deadlines and developing good professional relationships with students, colleagues, employers, and outside agencies
- A demonstrable strong commitment to
- The ability to assist in finding student placements in law firms



supervision/teaching and effective learning, working collaboratively with students and staff to improve the experience of all, enhancing student success, progression and retention

Other Competencies

- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment
- Evidence of ongoing professional development and commitment to continuous improvement

FURTHER INFORMATION

UEL is an inclusive equal opportunities employer and is proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

DISCLOSURE AND BARRING SERVICE (DBS)

Some roles at UEL may require a Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act (Exceptions Order) 1975. Where this applies, candidates will be informed during the recruitment process.

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Join us on our *journey*

