

# The General Council of the Bar



## Job Description

Job Title	Syllabus Team Member, Professional Ethics
Job Level (Overall competency level)	
Reports to	Head of Authorisations
Location	Bar Council Offices, 289-293 High Holborn, WC1V 7HZ
Work Smart Category	Home

## Purpose of the Role

To provide expert advice and subject knowledge in the creation and evaluation of the Centralised Assessments Syllabi. Team members will develop syllabi to be used by vocational stage Providers and, in line with Future Bar Training (FBT), the syllabi to be used for the Professional Ethics assessment taken during pupillage/work-based learning (from 2021).

To continue to build on the reputation of the Centralised Assessments by ensuring that the content of the examinations is current, legally correct and valid.

Assess the examinations to ensure the content of the exams is suitable and in line with the current syllabus.

To carry out annual audits of the existing syllabi and, with input from the CEB, issue new syllabi for each academic year referencing the relevant edition of the White Book, Blackstone's Criminal Practice or the BSB Handbook (or other course source materials).

To maintain good relationships with the CEB.

To assist the CEB in the development of the new FBT exams.

To work in partnership with Chief Examiners, Chair of the CEB, BSB Exams staff and contractors to ensure the Civil Litigation exam follows all the QA processes, meets the required standard and is ready to print by the agreed deadline.

The syllabus team's input might also be sought in relation to the recruitment and training of other syllabus team members.

## Measures of Success

The syllabi are current and relevant and set by the agreed deadline.

The exam questions are revised and approved by the agreed deadlines to ensure they are on syllabus.

Queries on syllabus are responded to in a timely manner.

## General Responsibilities

To attend meetings as and when required by the BSB.

To set and keep the syllabi and curriculum under review for currency and relevance and revise on an annual basis.

To assist the Chief Examiner in the evaluation of examination material, ensuring exams set challenging targets and are mapped against the curriculum learning outcomes and cover the examinations' syllabi.

To assist the Chief Examiner in the setting of exam papers, ensuring exam questions are clearly phrased and represent a fair test of knowledge and application of knowledge of the syllabi.

To identify syllabus area needs and propose, implement and evaluate changes.

To respond to queries arising from the setting of the syllabi and curricula.

To work in partnership with other Syllabus team members to ensure team objectives and deadlines are being met.

Any other duties commensurate with the role.

## Competencies

Essential – qualified lawyer.

Desirable – barrister.

Desirable – current or recent experience in delivering examination content at post-graduate level.

Desirable – teaching and assessing law in higher education.

Desirable – designing curricula in higher education.

Experience of setting curriculum and syllabus content or a willingness to undertake training in this area.

Experience of working as part of a team.

Able to work consistently within tight deadlines.



## Person Specification

A strategic thinker, demonstrating the ability to combine technical competence and professional integrity to continuously improve and develop the quality and reputation of the Professional Ethics assessments. You will also combine enthusiasm, drive and attention to detail with a calm, patient but tenacious approach.