

# DEGREE OF BARRISTER-AT-LAW COURSE RELIEF TUTOR PANEL INFORMATION FOR APPLICANTS

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## BACKGROUND

The Honorable Society of King's Inns ("King's Inns") invites applications from suitably qualified and experienced Barristers for appointment to the degree of Barrister-at-Law Course Relief Tutor Panel. Successful applicants, following interview, will be appointed to a relief panel of Tutors to supplement the panel of Tutors currently *in situ*.

King's Inns is an independent educational institution, renowned for professional legal education and training. As well as educating future and qualified barristers, the School extends its reach to a diverse community of people from non-legal backgrounds offering accessible part-time courses in specialist areas of the law.

King's Inns is proud of its culture of educational innovation in terms of the range of courses on offer, course design and delivery methodology, our diverse teaching panel of industry practitioners and in the use of e-learning software to allow students to participate in courses from a distance.

In all it does, King's Inns aims to be effective, dynamic and modern in practice, while cherishing and integrating many of the traditions from the time of its establishment in the 16th century.

**Closing date for receipt of applications 5.00pm on Friday 5 September 2025.**

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## THE BL BARRISTER AT LAW DEGREE COURSE

The aim of the Degree Course is to enable students to acquire and develop the skills, knowledge and values needed to become an effective member of the Bar. It is a practical, interactive course which bridges the gap between the academic study of law and the practice of law.

Students are taught interactively in small group sessions; most classes are delivered in groups of no more than 16 students, with smaller groups used for some sessions. The course is focused on skills teaching and not on the teaching of substantive law; both tutors and students are expected to possess the knowledge of substantive law necessary to participate fully in all sessions.

Aspects of the course include:

- Civil practice and procedure
- Criminal practice and procedure
- Alternative Dispute Resolution
- Conveyancing
- Professional Ethics.

Skills covered during the course include:

- Advocacy
- Drafting
- Conducting a consultation
- Opinion writing
- Negotiation.

These skills are embedded throughout the course. Students are also expected to take part in additional intensive advocacy sessions, mock trials, court visits, practice management and other sessions.

Students are assessed in a manner appropriate to the skill concerned; for example, advocacy examinations are oral, recorded assessments in which students must demonstrate the skill required, while drafting assessments require students to draft appropriate pleadings and proceedings in response to instructions from a solicitor.

Full-time students have class Monday-Friday between 9.00 am and 5.15 pm; Modular (part-time) students have class on Saturdays and Sundays from 9.00 am-5.15 pm. Please note that some teaching sessions take place outside legal term time.

King's Inns delivers the course in a hybrid manner. This means that, the majority of sessions will be delivered in person at King's Inns, while a certain number will be delivered online, via Zoom. Applicants to the tutor panel are required to have good IT skills and, if delivering online sessions, will need to be able to do so from a quiet, suitable venue with reliable internet access. Training in the use of Zoom and in King's Inns policies for online teaching will be provided. King's Inns issues tutors with a King's Inns Zoom licence for the purpose of teaching on the course.

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## WHAT IS REQUIRED OF MEMBERS OF THE TUTOR PANEL?

Owing to the small group method of course delivery, it is essential that all panel member tutors teach in accordance with the requirements, learning outcomes and ethos of the course and act in accordance with instructions from the Course Coordinators, Dean and other King's Inns staff. Panel members are provided with course materials with which they are expected to be thoroughly familiar. This requires extensive pre-teaching preparation, which is reflected in the rate of pay for teaching (see below). The teaching rate for sessions taught is designed to reflect the preparation time involved as well as the time spent teaching.

When required to teach (and subject to the panel member's availability, panel members will be required to attend pre-tutorial meetings at least 15 minutes before each teaching session.

During class, panel members are expected to engage in intensive, hands on teaching in line with the requirements of the session and the instructions issued by King's Inns. Panel members must give constructive feedback to students. Panel members will be required to operate e-learning software during class.

Panel members may be asked to set and / or correct assessments and homework. If asked to set or mark assessments, panel member tutors will be held to strict deadlines and will be required to attend markers' meetings and examination board meetings, which may take place outside legal terms. Training in marking will be provided.

Panel members, when required to teach (and subject to their availability) may be called to provide relief cover for both full-time and modular sessions.

Once a panel member accepts a booking, they are expected to keep their diary free from other commitments and to prioritise their commitment to King's Inns.

When teaching on the Modular course, it is generally preferred that a tutor be available for the entire weekend, Saturday and Sunday. On the full-time course, Civil and Criminal Practice sessions are taught on Tuesday-Friday inclusive. In the case of weekday bookings, it is preferable if a tutor is available for all four days, Tuesday-Friday, working with the same group or groups.

Feedback on tutor performance will be obtained periodically from Course Coordinators and students. Teaching may be reviewed from time to time by a member of staff.

Panel members may be asked to contribute to on-going course and syllabus development at King's Inns.

Panel members may be asked to act as personal tutors, which is a paid pastoral care role.

King's Inns reserves the right to engage persons from outside the panel to teach specific sessions. King's Inns reserves the right to engage individuals who are not tutor panel members to teach specific sessions, as it deems appropriate.

All tutor panel members will be asked to attend a certain minimum level of training each year in order to remain eligible to remain on the panel. Provided a panel member attends all

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training as required, they will receive a payment as training allowance. Panel members may be asked to complete training needs assessments in order to ensure that King's Inns can best target their training needs. There will be training for incoming and existing tutor panel members in the week of 22 September 2025 2025 (provisional date and time: 2.00pm on 22nd September, at King's Inns).

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## WHAT SHOULD PANEL MEMBERS EXPECT FROM KING'S INNS?

Successful applicant(s) will be appointed to a relief panel of Tutors under a two-year fixed term, part-time contract, which will govern their relationship with the King's Inns as a panel member. Applicants are reminded that their appointment to the relief panel does not guarantee any minimum number of teaching hours per week, nor does it compel or require them to make themselves available to the King's Inns for a fixed number of hours per week.

Panel members will be paid via PAYE the following:

- Rate per teaching session of 105 minutes, plus a 15 minute meeting at the beginning of each teaching day and taking into account preparatory work done in advance of the session / as required by the coordinator in charge of the unit rate of €170.
- Where training is required by King's Inns as part of tutor panel members' duties, an additional allowance will be paid. Additional payments will also be made in respect of setting and marking assessments and in respect of marking homework.

# PERSON SPECIFICATION

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## ESSENTIAL QUALIFICATIONS, EXPERIENCE AND CHARACTERISTICS:

The successful candidate will:

- be a practising barrister, currently registered with the LSRA, with a minimum of three years' experience as a practising barrister within the previous 5 years;
- possess relevant practice experience connected to the area of teaching in which they have expressed an interest;
- be able to demonstrate a knowledge, understanding and practical application (through their own practice) of the competencies of a barrister, which they will be asked to demonstrate to students;
- be receptive to feedback and willing to adapt as appropriate;
- be capable of providing constructive feedback in a clear manner;
- be proficient in the independent use of the main IT platforms used by King's Inns (including Microsoft Office, Zoom, online learning databases), with capacity to develop further with training;
- attend pre-teaching meetings on each day of class, and such other meetings as may be required by King's Inns (e.g. markers' meetings, exam board meetings, course review meetings);
- deliver teaching as required in line with the stated learning outcomes for the session
- attend training as required by King's Inns;
- conduct themselves in accordance with King's Inns values and policies, including policies on dignity and respect;
- be a team player and communicate clearly with Coordinators, the Dean and other members of King's Inns staff.

Desirable qualifications, experience and characteristics:

- Experience of teaching Law at third level or above;
- Experience of setting and marking Law assessments at third level or above;
- Experience of delivering online teaching;
- A strong academic record;
- Attendance at or participation in courses and conferences aimed at developing the core competencies of a barrister (for example, additional training in advocacy, alternative dispute resolution, or other key skills);
- Attendance at or participation in courses or conferences aimed at the development of teaching skills (e.g. "train the trainer" courses, certificates in adult training and development).

# HOW TO APPLY

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- The application form can be obtained from King's Inns website [HERE >](#)
- The completed form must be emailed to [hr@kingsinns.ie](mailto:hr@kingsinns.ie). Applications in any other format will not be considered.
- The deadline for the receipt of applications by King's Inns is 5.00pm on Friday 5 September 2025.
- Late applications will not be accepted. The time at which the email is received by King's Inns is definitive.
- Interviews will take place in person and are likely to be scheduled in the week beginning 15 September 2025.