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Careers Newsletter September 2023

Welcome to the next edition of the Careers Newsletter, this month we will look at various careers in the Law Sector.

September 2023

This Month's newsletter will focus on jobs in the Law Sector.

Let's explore the world of Law and how you can build a Career in this field.



Solicitor

Solicitors provide expert legal support and advice on a range of personal and commercial issues

As a solicitor, you'll take instructions from clients and advise on necessary courses of legal action. Clients can be individuals, groups, public sector organisations or private companies.

These are just a few of the jobs within the Law Sector.

- **Paralegal:** A paralegal assists lawyers with legal research, document preparation, and case management.
- **Legal assistant:** A legal assistant performs administrative tasks for lawyers, such as scheduling, filing, and communicating with clients.
- **Mediator:** A mediator helps parties resolve disputes through negotiation and dialogue, without going to court.
- **Court reporter:** A court reporter records and transcribes the proceedings of a trial, hearing, or deposition.
- **Lawyer:** A lawyer represents clients in legal matters, such as contracts, lawsuits, or criminal cases. Lawyers can specialise in different areas of law, such as business, tax,

- **Personal issues** - buying and selling residential property, landlord and tenant agreements, wills and probate, divorce and family matters, personal injury claims and criminal litigation
- **Commercial work** - helping new enterprises get established, advising on complex corporate transactions (including mergers and acquisitions) and business-related disputes
- **Protecting rights** - making sure individuals are treated fairly by public or private bodies and receive compensation if unfairly treated.

Once qualified, you can work in private practice, in-house for commercial or industrial organisations, in local or central government, or in the court service.

The actual work carried out varies depending on the setting, your specialist area and the nature of the case.

Skills Builder

Skills needed to work in the Law sector

- Excellent communication skills, both written and oral
 - Dedication and commitment to a career in law
 - Commercial awareness and negotiating skills
 - Skills in research and analysis
 - Problem-solving skills
 - Accuracy and attention to detail
 - Numeracy and IT skills
 - Stamina and resilience
- Time management skills with the ability to plan work and prioritise tasks

Looking for a job in Law without the cost of university?

YOU CAN DO AN APPRENTICESHIP

You don't need a university degree: you can progress straight from your GCSEs or A levels to your apprenticeship.

You earn while you learn: you receive a salary while working as an apprentice, at the same time as studying.

You can work in a law firm, private company or local government: many different organisations employ legal apprentices.

You can qualify as a solicitor (private practice and in-house), legal executive or paralegal.

What qualifications do I need to become a Lawyer?

There are no essential A-level subjects. However, to demonstrate that you have the skills, choose subjects that involve research, analysis and communication - such as law history, geography, modern languages, sciences or maths - as these can give you an edge. You will need five GCSE'S and two A Levels.

To become a solicitor or barrister you will need a degree (whether this is gained through university study or via an apprenticeship) but this degree doesn't necessarily have to be in law.

BARRISTER

Barristers (in England and Wales) are specialists in advocacy and represent individuals or organisations in court. They're independent sources of legal advice and can advise clients on their case. Generally, they are hired by solicitors to represent a case in court and only become involved once advocacy before a court is needed.

As a barrister you will plead the case on behalf of your client and the client's solicitor. Members of the public can also go directly to a barrister to ask for advice and representation in court.

Many barristers are self-employed and work in offices called chambers.

However, some barristers work for the government departments or agencies such as the Crown Prosecution Service (CPS) and the Government Legal Profession. organisations and charities.

There is typically no cost to you for the training..

Firms sponsor students through their studies.

Useful Websites

<https://www.prospects.ac.uk>
<https://www.lawsociety.org.uk>

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Awakening minds



Achieving dreams



Serving others

PARALEGAL

As a paralegal, you'll carry out certain legal tasks and services, such as undertaking legal research, preparing and negotiating legal documents and giving some legal advice.

Although you will have received some form of training, you are not a qualified solicitor, barrister, chartered legal executive or licenced conveyancer.

You can be employed as a paralegal in a number of settings including a firm of solicitors, a paralegal law firm, a set of chambers, in the private and public sector, within government or industry, or for not-for-profit organisations and charities.

Types of paralegal work

Areas of specialisation include:

- advocacy and mediation
- commercial, corporate and business law
- consumer law
- contracts/dispute resolution
- conveyancing and property
- crime
- debt recovery and mortgage repossessions
- employment law

Lets have a look at some more jobs in the Law sector.

LICENSED CONVEYANCER

As a qualified, professional property lawyer, you'll specialise in property law and will work on behalf of clients buying or selling houses, flats, business premises or land in England and Wales. You'll deal with all the legal matters, administration, finance and queries involved in a property transaction.

The role involves processing and agreeing mortgage and lease contracts, arranging transfers and handling other documents that sellers must sign when purchasing property. You'll also advise clients on the technical content of the documents and their financial implica-

COMPANY SECRETARY

As a company secretary, you'll need to ensure a company complies with financial and legal requirements, as well as maintaining its high standards of corporate governance. Although not strictly required to provide legal advice, you'll also need to have a thorough understanding of the laws that affect your areas of work.

Also sometimes known as head of governance, you'll hold a strategic position at the heart of governance operations within an organisation. A key part of your role will be to act as a point of communication between the board of directors and company shareholders, and in some cases an organisation's executive management.

ARBITRATORS

Arbitrators work in alternative dispute resolution (or ADR). Arbitration is one of the ways legal disputes are resolved outside the courts and across international boundaries. It's used by many individuals and businesses, on a voluntary basis, meaning both sides must agree to follow any final decision.

An arbitrator plays the role of a neutral person, who makes decisions on a dispute based on evidence presented by the parties. The decision the arbitrator makes is not always legally binding, but if it is, individuals and/or businesses are not able to go to court later if they do not agree with the outcome.