



## **SQE1 Subject Head**

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| Specialist Areas: | Business, Wills and Trusts, Core Criminal Law*   |
| Location:         | Flexible, with some time spent in London (N7)  |
| Grade:            | A1   |
| Reports to:       | Academic Head of SQE 1   |
| Direct reports:   | None   |
| Key stakeholders: | SQE Team, Solicitors Regulation Authority, Interact, Freelance assessors, markers and question writers |

\*We will consider applicants interested in full or part-time employment for each of the specialist areas

### **Who we are & what we stand for**

We design and deliver world-leading professional assessments. In 2018, we were appointed as the independent assessment organisation for the new Solicitors Qualifying Examination (SQE) which has now received Legal Services Board approval and was introduced in 2021. This will become the sole route to qualifying as a Solicitor of England and Wales and be taken by upwards of 13,000 candidates per year.

We are part of the Kaplan group, one of the world's largest and most diverse education and assessment providers. We operate in over 30 countries and maintain relationships and partnerships with more than 1,000 school districts, colleges and universities, professional bodies and over 10,000 businesses. Our vast breadth and scope in terms of both capabilities and assets sets us apart.

As an employer, we work hard to make sure this a great place where everyone has an opportunity to succeed, regardless of sex, race, disability, age, sexual orientation, gender identity, religion or other belief, marital status, pregnancy or parenthood. If you require any adjustments, or additional support within the recruitment process, please contact us directly and we'll do our best to help.

To view our candidate privacy notice [click here](#).



## **How you'll help us succeed**

This is a challenging and varied role which offers an exciting opportunity to be part of the academic team responsible for delivering a major new licensing examination. You'll help us to deliver world-leading assessments by developing questions in your subject area for SQE1 single best answer multiple choice questions. You will join an existing academic team comprising the Academic Director, Academic Heads SQE1 and SQE2 and Subject Heads SQE1 and 2 in various disciplines to contribute to the content and quality of the final SQE assessments.

## **Responsibilities:**

Your role, within your subject area, and in conjunction with the Academic Head SQE1, will include:

### **Within Subject Specialism**

- Write new questions for SQE1
- Monitor coverage of the FLK and identify where new questions are required.
- Commission new questions from freelance writers
- Edit and oversee the editing process for questions
- Contribute to the selection of questions for the assessment paper
- Review the statistical performance of questions and take appropriate action on their findings.

### **Recruitment, Training and Quality Assurance**

- Help to recruit freelance writers and examiners
- Attend and help run question writing events
- Contribute to the development of training for writers
- Deliver training to freelance question writers
- Sit as a member of internal and external scrutiny panels
- Contribute to the successful running of the Angoff Committee
- Foster the engagement of practitioners and a range of stakeholders



In addition, you'll also carry out other duties, within the broad scope and spirit of your role, as requested by your line manager or senior manager, including performing a quality assurance role in respect of SQE2. Our business is continuously evolving, so your job description will evolve too.

### **What you will bring:**

#### Essential

- Professional qualification as a solicitor of England and Wales
- Up to date knowledge of law and legal practice in your subject specialism
- The ability to use legal research databases proficiently
- The ability to operate within a team and to work efficiently and sensitively with both academic and support staff
- The ability to build a strong and productive relationship with a team of freelance writers
- The ability to understand assessment methodology including its statistical aspects
- The ability to think both originally and analytically
- Strong administrative skills including organisational, time and document management skills and attention to detail
- Strong presentation skills

#### Desirable

- Experience of writing, marking and editing professional legal assessments
- Experience of teaching and/or examining law
- Experience of working in a professional environment with a variety of stakeholders

### **What you can expect**

A competitive salary & clear pay structures, progression paths, and a comprehensive benefits package. You'll be joining a great place, driven by a shared purpose, where everyone can succeed and build a brighter future together.

### **How you can progress**

From this role, your potential routes for progression include:



- Deputy Academic Head
- Academic Head