

## Director of Middle Temple Advocacy

**Role:** Director of Middle Temple Advocacy

**Reports to:** Education and Training Committee

### Role Description

The Director of Middle Temple Advocacy (the “Director”) is an officer of the Inn, together with other Masters with special responsibilities for certain areas of the Inn’s activities (“Masters”). Certain aspects of the Director’s role are shared by all Masters, and are set out below under “General Provisions”, as well as additional provisions specific to the Director’s particular remit (see “Specific Provisions” below).

### General Provisions for all Masters

For the purposes of these General Provisions, “Master” or “Masters” shall include the Director, unless otherwise indicated.

1. **Appointment.** Only those members of the Inn who are Benchers may be appointed a Master. The procedure for the appointment of Masters is set out in the Inn’s Statutes and By-Laws.
2. **Term of Office.** A Master shall hold office for three years. This may be renewed for one additional term of three years. In exceptional circumstances, Parliament may extend this term further on account of any highly specialised knowledge that is required for the role.
3. **Accountability.** The Director reports to the Education & Training Committee and is accountable to Parliament through the Education & Training Committee. The Director shall be an *ex officio* member of the Education & Training Committee.
4. **General Responsibilities.** All Masters have the following four general areas of responsibility:
  - (a) To provide oversight and monitoring of the management of the relevant specified areas of the Inn’s activities (as further described below).
  - (b) To report annually on the activities under their oversight to the relevant Standing Committee.

- (c) To support the relevant budget holder in the preparation of an annual budget for any items that fall within the Master's remit, and to report annually to the relevant Standing Committee on budgetary and financial matters.
- (d) As necessary and called upon, to support and provide guidance to the member of the Executive Management team responsible for operational matters within the relevant area.

Masters may invite other Benchers and members of the Inn to work with them in support of their remits.

5. **Limits of Authority.** In fulfilling their responsibilities, Masters shall take account of, and shall act within, the overall strategies set by the relevant Standing Committee for that area of activity. In the event of any questions or uncertainty relating to the limits of a Master's authority, the matter shall be determined by the Chairman of the Standing Committee to which he/she is accountable.

### **Specific Provisions for the Director**

The Director shall have overall supervision of all the Inn's education and training activities, except where they are the responsibility of the Master of Moots or are directly managed by the Education & Training Committee. The Director shall advise the Inn on all relevant developments in the field of legal education and training. The Director shall ensure that the views and interests of the Inn are properly represented to other bodies who are concerned with any aspect of legal education and training. The Director shall also look to coordinate the Inn's activities in the field of legal education and training with those of the Inns of Court College of Advocacy (the "ICCA").

In addition to the General Responsibilities set out above, the Director shall have the following qualifications, specific responsibilities and entitlements.

6. **Qualifications.** The Director shall (1) have had a significant career at the Bar as an advocate in any field of practice and (2) have been trained as an advocacy trainer by the Inn or another body approved by the ATC (or the ICCA, as appropriate).
7. **Prescribed Courses.** The Director shall ensure that the Inn efficiently delivers all courses prescribed from time to time by the Bar Standards Board ("BSB") or other regulator exercising its functions, including but not limited to (1) qualifying sessions in the Inn for Bar students; (2) qualifying residential training sessions for Bar students outside London at Cumberland Lodge and other places designated by the Inn; (3) advocacy and other relevant training for pupils; and (4) advocacy and ethics training for barristers defined as "New Practitioners" by the BSB.

8. **Other Courses.** The Director shall ensure that the Inn efficiently delivers other training courses which will benefit its members, including but not limited to (1) training and accrediting the Inn's advocacy trainers; and (2) training pupil supervisors.
9. **Keeping Courses Up to Date.** The Director shall in consultation with the Inn's trainers ensure that training courses are kept up to date and remain relevant to changes in the law, practice and procedure.
10. **Participation in Training.** The Director shall actively participate in the delivery of training in the Inn's courses.
11. **Panel of Trainers.** The Director shall maintain, keep up to date and from time to time review the Inn's panel of qualified advocacy trainers and other persons assisting with delivery of education or training on the Inn's courses.
12. **Accreditation of Pupils.** The Director shall be responsible for ensuring that pupils who have satisfactorily completed the pupillage course receive signed certificates to that effect and that the BSB is promptly informed that they have satisfied its requirements.
13. **Delegation.** The Director shall be entitled to delegate responsibility for the efficient running of a course to another member of the Inn who is a trained advocacy trainer.
14. **Pastoral Activities.** The Director shall be available in consultation with the officers of the Inn to offer advice and guidance to members of the Inn in connection with any education or training matter.
15. **Other Bodies.** The Director shall, at the request of the Inn, represent its views and interests, as appropriate, to any other body which is concerned with legal education and training.
16. **Budget.** The Director shall be aware of the Education and Training sections of the budget covering these activities and shall act within these limitations.
17. **Office Accommodation.** Shall be entitled to office accommodation in the Inn for the better performance of the responsibilities set out above.

**March 2020**