

Ivybridge Community College

Career of the Week



Autumn Term

Job Title: Paralegal

Salary: £20,000 - £40,000 (experienced)

Working Hours: 37 - 40 hours per week, you may occasionally work evenings depending on workload. You could work in an office, in a court, at a police station or remotely.

How Can I Get There? / Routes of Entry:

- University (Degree in Law / Legal Studies, or other Degree plus Law Conversion)
- Sixth Form
- College (Legal Studies, Paralegal practice, T Level in Legal Services)
- Apprenticeship (Paralegal Level 3 Advanced Apprenticeship)

Local Providers:

- Ivybridge Community College and other local Sixth Forms
- City College, Plymouth
- Exeter College
- University of Bristol / University of Exeter / University of Plymouth

Skills Required:

- To be thorough and pay attention to detail
- The ability to read English – you could research and draft legal documents
- Excellent verbal and written communication skills as you may need to give clients legal information and conduct interviews
- Administration skills
- The ability to work well with others
- Legal knowledge including court procedures and government regulations
- The ability to accept criticism and work well under pressure
- To be able to use a computer and the main software packages competently

Local Employers:

- Woolcombe Yonge Solicitors
- Wolferstans Solicitors
- KBG Chambers

Progression:

With further study and training, you could become a qualified Legal Executive or a Solicitor.