CAREER OF THE MONTH

PARALEGAL

Supporting justice, one case at a time

Support Justice. Help people. Make a difference



£26,000
STARTING SALARY

£50,000
EXPERIENCED SALARY

35-40
HOURS PER WEEK

> Paralegals work with legal teams to make a real difference. They help keep cases on track, and continually support clients.

DID YOU KNOW?

Paralegals play an important role in the legal system, helping to ensurecases run smoothly and clients recieve the right support.

WHAT DOES A PARALEGAL DO?

As a paralegal, you would provide legal and administrative support to solicitors and legal teams. You would help prepare cases, research the law and communicate with clients and other professionals.

Support the foundation of great legal work

A DAY IN THE LIFE

- **Preparing legal documents and contracts**
- **Researching laws, regulations, and previous cases**
- **Organising case files and evidence**
- **Communicating with clients, solicitors, and courts**
- **Managing deadlines and appointments**
- **Taking notes and preparing case summaries**
- **Assisting with court and tribunal preparation**

HOW DO YOU GET THERE?

There is no single required qualification to become a paralegal. Some employers ask for a degree, law qualification, or relevant work experience, but A Levels alone are sufficient for some entry-level roles that provide on-the-job training.

A paralegal apprenticeship can provide an Alternative route, allowing you to earn while gaining legal experience and working towards a recognised qualification.

To access a pathway to become a paralegal you will need:

- 5 GCSEs at grades 9 to 4 (A* to C), including English, and Mathematics
- 2 or 3 A levels

IS THIS CAREER FOR YOU?

You might enjoy being a paralegal if you:

- Have strong attention to detail
- Are organised and good at managig competing priorities
- Think analytically and enjoy research
- Have strong written and spoken communication skills
- Enjoy learning new things and can stay focussed when work becomes demanding

"A great paralegal turns complexity into clarity, one detail at a time."

WHERE COULD IT TAKE YOU?

With experience, you could progress to:

- → A senior Paralegal
- → A Paralegal Manager / Team Leader
- → A Legal Executive
- → A Solicitor, although a degree is usually required to become a solicitor

Turn curiosity into knowledge, attention into expertise, and cases into experience

CAREER CHALLENGE

Could YOU be a Paralegal?
Could you use organisation, communication, and problem-solving to build a strong case and resolve a disagreement?

Build a legal career, step by step



DGGS CAREERS