**Adult Distance Learning Manager**

**Full Time, Permanent**

**£36,750 to £39,934**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

Nescot is recruiting for a dynamic Adult Distance Learning Manager based on site in Epsom, Surrey to a achieve high quality learning outcomes for adult learners undertaking studies on-line.

**What we are looking for:**

* Recent & relevant experience of teaching or management of adult distance learning
* Passionate about adult education
* Experience of the IQA process
* Knowledge of funding regulations and compliance standards
* Excellent interpersonal, organisational and communication skills

**Duties/responsibilities:**

* Manage the distance learning team
* Work with external partners, awarding bodies and college-based support teams to promote programmes.
* Plan the distance learning course file
* Ensure students are enrolled on the correct courses and meet the criteria for funding
* Ensure compliance with regulations, policies and QA

**Benefits:**

* 25 days annual leave + bank holidays + 5 efficiency days at Christmas
* Blue light NHS discount card
* A discounted on-site gym, Starbucks, sports hall, fitness class, osteopathy, hair and beauty and day nursery
* 5-minute walk from Ewell East Station
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date 2nd May 2025**

**Interviews will be held as and when candidates apply**

*We reserve the right to close this role early*

**Job Description**

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| **Position Details:** | |
| **Title:** | Adult Distance Learning Manager |
| **Department:** | Adult Distance Learning |
| **Fraction:** | 1.0 |
| **Status:** | Full-time |
| **Grade:** | PO1 (£36,750.76 to £39,934.12) |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Executive Director Skills Innovation & Growth |

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| **Responsible for:** | Distance Learning Team |

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| **Job Purpose:** |
| The post-holder will line manage the Distance Learning Team to achieve high quality learning outcomes for adult learners undertaking studies on-line.  They will have responsibility for coordinating all administrative, recruitment and financial processes, working with external partners, awarding bodies and college-based support teams, to ensure funding targets are achieved and evidence is compliant with funding body requirements. |

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| **Main Duties and Tasks:** |
| **Supervision**:   * Line manage the administrative and delivery staff within the Distance Learning Team. * Manage project resources efficiently, including budgets, materials, and personnel. * Undertake performance reviews for all members of the Distance Learning Team. * Ensure that the staff are trained in the College’s quality and compliance processes and that these are fully implemented and adhered to. * Arrange and lead regular team meetings and ensure agreed actions are implemented.   **Planning:**   * Plan the Distance Learning course file, liaising with external partners and other College managers as appropriate. * Attend meetings with employers and other external stakeholders to promote and market Adult Distance learning programmes. * Ensure resources are effectively planned and deliver the required contribution rates, as agreed through the budget setting process.   **Delivery:**   * Ensure students are enrolled on the right course at the right level, and that they meet the criteria for Adult Skills Funding (ASF). * Liaise regularly with Admissions, Student Finance, MIS and the relevant 3rd parties to ensure timely and accurate enrolment of learners. * Organise the case-loading of the course leads / IQAs and markers to ensure standards and deadlines are met, in accordance with Exam Board requirements. * Implement robust monitoring controls throughout the learner journey, to ensure starts, withdrawals and achievements are processed timely and recorded accurately. * Ensure registrations and achievements are claimed in a timely way, working with the Examinations Manager and MIS to reconcile the ILR data each month. * Manage the payment reconciliation process, to ensure payments to staff and partners are correctly logged, reconciled for accuracy / completeness, and processed within the agreed timescales. * Approve pay claims and invoices, working with finance and payroll as appropriate.   **Compliance:**   * Ensure compliance with the relevant regulations, policies, and quality assurance standards. * Maintain accurate and comprehensive auditable documentation for future reference and auditing purposes, in collaboration with the Director of MIS. * Keep up to date with Funding Body guidance and disseminate changes to the Distance Learning Team.   **Reporting:**   * Prepare regular progress reports, monitoring progress against agreed delivery outcomes each month, and provide position statements each term and at year end. * Liaise with MIS and other cross-college areas in connection with the collection and dissemination of data as appropriate, including destinations, surveys, learners on roll, financial performance and achievement rates. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |

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| **Equality Diversity, Inclusion and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality, Diversity and Inclusion policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding. * To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |

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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in college.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme, and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Exec director Date: March 2025  UPDATED BY: HR Date: April 2025 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Adult Distance Learning Manager** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent & relevant teaching within or management of adult provision in a Further Education provider.  Experience of being target driven to ensure success of learners  Experience of the IQA process and being accountable for the success of groups of students  Supervisory Experience  Audit and/or compliance experience  Experience of implementing robust controls, processes and procedures  Budget setting and monitoring experience  Ability to promote and market the distance learning programmes | A / I / O  I  A/I  A/I  A/I  A/I  A/I  A/I | Qualification in IQA  Management experience  Awareness of funding body requirements | A / I  A/I |
| **Skills and Abilities** | Excellent interpersonal skills; Able to evidence excellent written and spoken communication skills  Computer literacy including administration in the Microsoft Office environment and delivering teaching and learning with Google Classroom and other digital products. Able to produce reports.  Effective and excellent team working skills as evidenced in previous employment  Ability to organise workload and use own initiative, sometimes under pressure, to meet personal, stakeholder, team & learner deadlines while maintaining a customer focused approach  Ability to motivate self and others (colleagues and students)  Ability to apply a high degree of accuracy and pay attention to detail when administering enrolments and achievements, in a timely manner  Experience of planning a programme of study, including production of assessment schedules  Experience of working flexibly to meet the needs of a given job role | A / I / O  A/I/O  I  A / I  I  I  A/I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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