

Capel Manor College

Distance Learning Coordinator

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Distance Learning Coordinator
Scale	Business support
Grade	Scale 6 23-25
Responsible to	Head of Business Development and Employer Skills
Location	Enfield
Contract	Full-time

Key Responsibilities:

The Distance Learning Coordinator will oversee the day-to-day operation of the College's distance learning provision, ensuring learners receive an outstanding experience from enrolment through to achievement. The postholder will coordinate onboarding, monitor learner progress, manage quality and awarding body requirements, and lead a team of assessors to deliver timely, high-quality feedback.

Working closely with MIS, quality teams, curriculum leads, awarding organisations, and technology partners, the postholder will ensure accurate records, compliance with regulations, and the smooth introduction of new distance learning programmes.

Responsibilities:

Operational Delivery

- Coordinate the daily operation of the Distance Learning department, ensuring processes are efficient and learner-focused.
- Oversee learner admissions and onboarding, ensuring "right learner, right programme" delivery.
- Ensure learners are enrolled promptly onto relevant learning platforms.

Learner Engagement & Success

- Use data monitoring systems to track learner engagement, progress, and achievement.
- Implement timely interventions to maximise retention, completion, and positive outcomes.
- Oversee allocation of learner submissions to Distance Learning Assessors, ensuring timely marking and feedback in line with KPIs.

Quality & Compliance

- Liaise with awarding bodies and internal examinations teams to ensure timely registration and certification.
- Work with the Quality department to secure and maintain awarding organisation approval for all distance learning provision.
- Oversee internal quality assurance processes to ensure compliance with College policy and awarding body requirements.

Team Leadership

- Line manage Distance Learning Assessors, ensuring they meet induction, quality, and marking KPIs.
- Provide ongoing support, guidance, and performance management to maintain high standards of delivery.

System & Course Development

- Work with system delivery partners and curriculum teams to implement and integrate new courses into the distance learning offer.
- Support continuous improvement of learning platforms and processes.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 3 Assessment Qualification (essential)
- Possess a Level 4 Internal Quality Assurance Qualification (essential)
- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Possess a Level 2 qualification in Digital Skills or a willingness to achieve within a specified period

Experience

- Experience coordinating distance learning or similar education provision.
- Experience in learner onboarding, enrolment, and engagement processes.
- Proven track record of managing a team to deliver performance targets.
- Understanding of awarding body requirements and internal quality assurance processes

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Familiarity with Information Learning Technology applications
- The ability to work effectively as part of a team, supporting others as required
- Sound administrative skills
- Active interest in use of ILT to improve access to learning
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- Strong communication skills
- Excellent organisation skills
- Good interpersonal skills

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of college life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required