

# Open School Trust

# CHAIR APPLICANT INFORMATION

## Summary



Expertise



Inclusivity



Flexibility



Quality



Dedication

## Welcome and Introduction

Thank you for your interest in the role of Chair of the Board of Trustees at the National Extension College (NEC). NEC has a proud history of widening access to education and transforming lives through innovative distance learning. This is an exciting opportunity to lead a dedicated team and shape NEC's future strategy.

## Mission and Vision

The National Extension College (NEC) remains dedicated to its founding vision of making education accessible to all, regardless of background or circumstance. Inspired by Sir Michael Young's commitment to inclusivity and opportunity, NEC's mission is to break down barriers to learning by offering flexible, high-quality distance education that empowers individuals to take control of their futures. Upholding its core values of innovation and transformation, NEC strives to provide an educational experience that meets the evolving needs of today's learners.

## About the National Extension College

Founded in 1963, NEC is a pioneer in distance learning, offering flexible education to a wide range of learners, including homeschoolers, adult returners, and professionals. Our key services include:

- **Comprehensive Course Offerings:** GCSEs, A levels, vocational and professional qualifications.
- **Specialist Exam Services:** Expert guidance on access arrangements and exam applications.
- **Enhanced Learner Support:** Pastoral care and SENCO services to support diverse needs.
- **Flexible Learning:** Study at your own pace to fit education around your life.



### I've had a wonderful experience with NEC

*I've had an incredible experience with NEC, and I couldn't be happier with my choice! Since enrolling a few weeks ago, I've been thoroughly impressed by the professionalism, support, and quality NEC offers. The course materials are top-notch, well-structured, and engaging, making my studies feel both accessible and enjoyable.*

*What stands out most to me, however, is the support from the NEC team and tutors. They are genuinely outstanding — always ready to help, highly knowledgeable, and incredibly encouraging. Their dedication makes a huge difference in my learning journey, and I feel motivated and confident as I work toward my goals.*

# Chair Applicant Information Summary

## Role Overview

The Chair provides strategic leadership and governance to NEC, ensuring our mission to widen access to education is effectively delivered. The role requires strategic vision, strong leadership, and a commitment to lifelong learning.

## Key Responsibilities

- **Strategic Leadership:** Define and align NEC's strategic direction with its mission.
- **Governance and Oversight:** Ensure compliance with legal, regulatory, and safeguarding requirements.
- **Financial Management:** Oversee NEC's financial health and sustainability.
- **Representation and Advocacy:** Act as an ambassador, building key stakeholder relationships.
- **Team Leadership:** Foster a cohesive and collaborative Board culture.

## Person Specification

The ideal candidate will demonstrate:

- Proven strategic leadership experience at a senior level.
- Strong governance and compliance knowledge.
- Financial literacy and risk management skills.
- Advocacy and representation capabilities.
- A passion for education and inclusivity.

## Commitment and Terms

- **The Time Commitment:** Quarterly Board meetings, monthly finance meetings, and weekly CEO meetings.
- **Term of Office:** Initial 12-month term.



*"Working with NEC as a tutor has been an absolute delight! The flexibility offered in terms of hours and online teaching is fantastic, allowing me to balance work with other commitments. It is a pleasure working with all the fabulous students I support, each bringing their unique perspectives and enthusiasm to the table.*

*What's more, NEC's commitment to diversity ensures that I engage with a wide range of learners, enriching my experience as an educator."*

### Steph Williams

A level and GCSE Sociology and Psychology, and Pastoral Tutor



Jill - change of career



Toby - home educated



Izzy - full-time Musical Theatre Studies student



# Chair Applicant Information Summary

## Meet Our Trustees and Senior Management Team

NEC is guided by an experienced Board of Trustees and a Senior Management Team dedicated to delivering high-quality learning experiences and driving NEC's mission forward

[Meet Our Trustees](#)



[Meet Our Senior Management Team](#)



## Equity, Diversity and Inclusion at NEC

NEC is committed to fostering an inclusive environment, promoting fairness, and removing barriers to participation. We welcome applicants who share our dedication to equitable education.

## Application Process

Interested candidates should submit their CV and cover letter **by Friday 21st February 2025** to [helen.smith@nec.ac.uk](mailto:helen.smith@nec.ac.uk).

Shortlisted applicants will be invited for an interview with the selection panel, followed by an induction and onboarding process.



For more information, visit our website:

[www.nec.ac.uk](http://www.nec.ac.uk)



Expertise



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Flexibility



Quality



Dedication



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