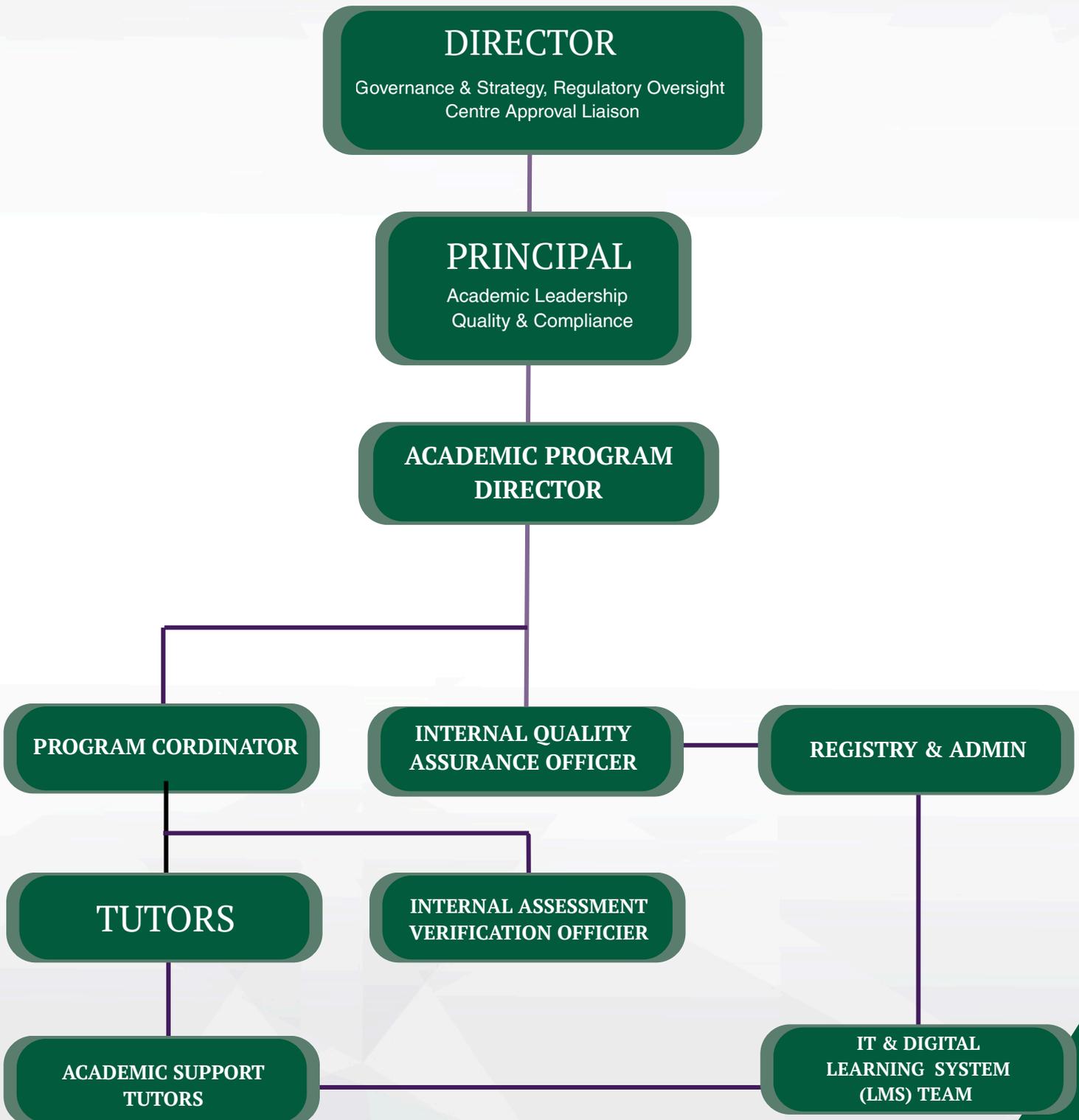




ORGANIZATION CHART





KINGSMERE COLLEGE LONDON

ROLES	DESCRIPTION
Director	Leads and provides overall strategic leadership, operations and governance for the centre. Holds responsibility for regulatory compliance, financial sustainability, and external partnerships. Ensures the organisation operates in line with UK awarding body requirements.
Principal	Leads the academic function of the college. Responsible for maintaining academic standards, overseeing teaching and learning, and ensuring policies and procedures are implemented consistently.
Academic Program Director	Provides subject-focused academic oversight across programmes, ensuring curriculum coherence, assessment integrity, and effective delivery. Works closely IQA, and Programme Coordinators to monitor standards, guide academic decision-making, and support continuous programme development.
Internal Quality Assurance Officer	Has overall responsibility for the quality of delivery across the centre. Oversees the implementation of centre policies, monitors attendance, academic progression, and learner retention, and ensures early identification and support of learners at risk. Works closely with academic and support teams to promote learner welfare, safeguarding, and wellbeing, and to drive continuous improvement in teaching, learning, and learner outcomes.
Program Coordinator	Manages the design, delivery, and ongoing development of academic programmes. Oversees the academic calendar, ensuring programmes are scheduled appropriately and guided learning hours are planned, delivered, and completed in line with programme requirements. Coordinates tutors and assessment activity, manages internal assessment and verification officers, and monitors learner progress and overall programme performance to support effective delivery.
Internal Assessment Verification Officer	Works under the Programme Coordinator to verify the quality and integrity of assessment practice across programmes. Reviews assessment outcomes, tutor feedback, and marking decisions, and monitors academic practices including academic misconduct and plagiarism. Supports consistency in assessment delivery, verifies tutor assessment activity, and identifies issues related to assessment quality and programme delivery.



ROLES	DESCRIPTION
Tutor	Deliver teaching and learning activities in line with approved programme specifications and the academic calendar. Assess learner work, provide constructive and timely feedback, and maintain accurate assessment records. Support learner engagement and progression while adhering to centre policies and academic standards.
Academic Support Tutor	Acts as a student manager, providing ongoing academic and pastoral support while monitoring learner welfare and performance. Works closely with Registry and Administration to track attendance, punctuality, assessment submission rates, and grade data. Maintains regular communication with learners, including outside guided learning hours where required, and conducts follow-ups to support engagement, retention, and progression. Supports tutors by monitoring assessment timelines, following up on grading and feedback, and ensuring adherence to agreed guidelines and standardisation processes.
Registry and Admin	Responsible for the effective management of student records and academic administration across the full learner lifecycle. Oversees enrolment, induction, record keeping, attendance tracking, assessment submissions, grade recording, and progression data, ensuring accuracy and compliance with centre policies. Works closely with Academic Support Tutors and academic teams to monitor learner engagement, performance, retention, and outcomes, and supports timely interventions where concerns are identified. Manages academic documentation, reporting, and certification processes, and ensures administrative procedures are applied consistently to support high-quality programme delivery and learner experience.
IT Support and LMS	Provides comprehensive IT and LMS support for the institution, including the design, secure hosting, and ongoing management of the Moodle learning management system. Responsible for configuring and maintaining the LMS to support online teaching, learning, and assessment, and for delivering training to staff and learners to ensure effective and consistent platform use. Ensures full compliance with GDPR and applicable Data Protection Law, implementing robust information security controls to protect all online data, including learner records, assessment submissions, and academic outcomes. Maintains and tests critical IT resilience, business continuity, and disaster recovery plans to safeguard service availability. Hosts Moodle services securely, applies best-practice cyber security measures, and provides technical support, including 24-hour assistance when required, to ensure reliable, secure, and uninterrupted online delivery.