



OXFORD COLLEGE

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ORGANISATION CHART AND ROLE DESCRIPTIONS

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1. INTRODUCTION

Oxford College Ltd recognises that a well-defined organisational structure is essential to ensure efficient governance, accountability, and academic quality. This document outlines the internal organisational structure and provides descriptions of roles to facilitate transparency and operational clarity.

2. PURPOSE

The Organisation Chart and Role Descriptions:

- Illustrate lines of reporting and responsibility across the institution.
- Support effective communication, leadership, and management.
- Help staff understand their role within the broader context of the college.
- Align with Ofqual expectations for educational governance and operational readiness.

3. SCOPE

This document applies to:

- All departments within the college.
- All academic, administrative, and support functions.
- Staff at all levels of responsibility.

4. ORGANISATIONAL STRUCTURE

Executive Leadership:

- Principal: Provides overall strategic and legal leadership of the college.
- Academic Director: Oversees curriculum design, delivery, and academic performance.
- Quality Assurance Manager: Ensures internal quality assurance procedures and compliance.
- Registrar: Manages admissions, student records, and exam logistics.
- Finance and Operations Manager: Administers financial planning, facilities, and operational logistics.

Academic Management:

- Faculty Leads: Coordinate subject areas (e.g., Business, IT, Health, Languages), supervise tutors, and ensure curriculum coverage.
- Tutors and Lecturers: Deliver teaching sessions, assess student performance, and provide feedback and academic

support.

Support Services:

- Admissions and Enrolment Officer: Handles student applications, document verification, and onboarding.
- IT and Learning Resources Officer: Maintains learning platforms, digital access, and technical support.
- Student Support Officer: Provides pastoral guidance, attendance monitoring, and links to additional resources.

5. REPORTING STRUCTURE

- Academic and support staff report to Faculty Leads or department supervisors.
- Faculty Leads and service managers report to the Academic Director.
- All directors report to the Principal who oversees strategic alignment and compliance.

6. ROLE DESCRIPTIONS

Principal:

- Has overall responsibility for governance, strategy, compliance, and external representation.
- Chairs senior leadership meetings and ratifies major policy decisions.

Academic Director:

- Provides academic leadership and ensures alignment with UK education frameworks.
- Supports teaching staff and manages curriculum development cycles.

Quality Assurance Manager:

- Implements quality systems, conducts audits, and monitors teaching standards.
- Coordinates internal verification and liaises with external reviewers.

Registrar:

- Manages student records, certification, and data protection compliance.
- Oversees assessment logistics and examination timetabling.

Finance & Operations Manager:

- Manages institutional budgeting, procurement, payroll, and property.
- Ensures safe and functional learning environments.

Faculty Leads:

- Allocate teaching responsibilities, coordinate moderation, and lead academic team meetings.
- Mentor tutors and contribute to curriculum review.

Tutors:

- Deliver teaching, plan sessions, assess learners, and provide developmental feedback.
- Participate in CPD and quality improvement activities.

7. REVIEW PROCESS

- The organisation chart and role descriptions are reviewed annually or upon major structural changes.
- Updates are approved by the Principal and reflected in the Staff Handbook.

Approved by:

Principal, Oxford College Ltd

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