



**Cosmoarabism College - UK**  
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Date: 14 Nov. 2025

## ORGANISATION CHART AND ROLE DESCRIPTIONS

### 1. Introduction

Cosmoarabism College - UK recognises that a well-defined organisational structure is essential for effective governance, accountability, and the delivery of high-quality education. This document outlines the College's internal structure and provides clear role descriptions to ensure operational clarity and transparency.

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### 2. Purpose

The Organisation Chart and Role Descriptions aim at:

- Illustrate lines of reporting and accountability across the College.
- Support effective leadership, communication, and management practices.
- Clarify roles and responsibilities for all staff members.
- Align with international best practices for educational governance.

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### 3. Scope

This document applies to:

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

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### 4. Organisational Structure

#### Executive Leadership:

- **Director General:** Provides overall strategic, legal, and operational leadership for the College.
- **Academic Director:** Oversees curriculum design, delivery, and academic performance.
- **Quality Assurance Manager:** Ensures internal quality assurance procedures and compliance with accreditation standards.
- **Registrar:** Manages admissions, student records, and assessment logistics.
- **Finance & Operations Manager:** Oversees budgeting, procurement, facilities, and operational logistics.

#### **Academic Management:**

- **Faculty Leads:** Coordinate subject areas (e.g., Business, IT, Health, Languages), supervise teaching staff, and ensure curriculum implementation.
- **Tutors and Lecturers:** Deliver teaching sessions, assess learners, and provide feedback and academic support.

#### **Support Services:**

- **Admissions & Enrolment Officer:** Handles student applications, document verification, and onboarding.
- **IT & Learning Resources Officer:** Maintains learning platforms, digital resources, and technical support.
- **Student Support Officer:** Provides guidance, monitors progress, and connects learners with additional support services.

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## **5. Reporting Structure**

- Academic and support staff report to Faculty Leads or departmental supervisors.
- Faculty Leads and service managers' report to the Academic Director.
- All directors report to the Director General, who ensures strategic alignment, governance, and compliance.

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## **6. Role Descriptions**

#### **Director General:**

- Holds overall accountability for governance, strategy, compliance, and external representation.

- Chairs senior leadership meetings and approves major policy and operational decisions.

**Academic Director:**

- Provides academic leadership and ensures programmes meet UK and international standards.
- Supports teaching staff and manages curriculum development cycles.

**Quality Assurance Manager:**

- Implements and monitors quality systems, conduct audits, and evaluates teaching standards.
- Coordinates internal verification and liaises with accrediting bodies.

**Registrar:**

- Manage student records, certification, and compliance with data protection regulations.
- Oversees assessment logistics, timetables, and examination administration.

**Finance & Operations Manager:**

- Oversees budgeting, procurement, payroll, and campus facilities.
- Ensures safe, functional, and compliant learning environments.

**Faculty Leads:**

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

**Tutors and Lecturers:**

- Deliver teaching, plan sessions, assess learners, and provide feedback.
- Participate in CPD (Continuing Professional Development) and quality enhancement activities.

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**7. Review Process**

- The organisation chart and role descriptions are reviewed annually or whenever significant structural changes occur.
- Updates are approved by the Director General and reflected in the Staff Handbook.

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**Approved by:**

Director General, **Cosmoarabism College - UK**

**Date:** 14 November 2025