



LONDON  
MATHS & SCIENCE  
COLLEGE

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# Core Roles Job Descriptions

Senior Management & Key Compliance Roles

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**London Maths & Science College**

**167 Commercial Road, London, E1 2DA**

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# CORE ROLES - JOB DESCRIPTION

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## **Safeguarding statement (applies to all roles):**

All postholders have an individual and collective responsibility to safeguard and promote the welfare of children and young people, and to act in accordance with LMSC safeguarding systems and statutory guidance, including **Keeping Children Safe in Education (KCSIE) (effective 1 September 2025)** and **Working Together to Safeguard Children (statutory guidance, latest version published on GOV.UK)**. All staff must complete required safeguarding training, follow safer working practice, and report concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

**Legal entity:** London Maths & Science College (LMSC) – Limited Company registered with Companies House (Company No. 16822143)

**Document Owner:** Principal / Head of Centre

**Approved by:** Proprietor / Governing Body

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# 1. Proprietor / Governing Body Member

**Job Title:** Proprietor / Member of Governing Body

**Location:** LMSC

**Accountable for:** Strategic oversight, educational standards, financial probity, risk management and regulatory compliance

## Purpose of the role

To provide strategic leadership, challenge and support so that London Maths & Science College (LMSC) is well-governed, financially sustainable, educationally effective, and compliant with statutory and regulatory requirements, including safeguarding duties and awarding body centre obligations.

## Key responsibilities

### Strategic direction and accountability

- Set and periodically review LMSC's mission, vision, strategic priorities and risk appetite.
- Hold the Principal / Head of Centre to account for educational performance, safeguarding effectiveness, compliance and operational delivery.

### Quality of education

- Scrutinise self-assessment, quality improvement planning, learner outcomes, destinations, attendance/retention and inspection findings.
- Ensure quality assurance arrangements are robust across all delivery modes (in-person, online and hybrid).

### Regulatory and awarding body compliance

- Approve, monitor and annually review core compliance policies (including safeguarding/child protection; behaviour and attendance; equality; complaints; data protection; exams administration; malpractice and maladministration; access arrangements; health & safety).
- Maintain oversight that LMSC complies with awarding body requirements (including **JCQ**, **Cambridge International**, **Pearson**, **AAT** and **Pearson VUE**) and responds to actions from inspections/visits in a timely way.

- Ensure the organisation maintains inspection-ready documentation, including governance minutes, risk register, policy register, and training compliance records.

### **Financial stewardship and risk**

- Approve budgets, financial plans and significant commitments.
- Monitor management accounts, cash flow, audit arrangements and internal controls.
- Maintain strategic oversight of a live organisational risk register, including exam security risks, safeguarding risks and cyber security risks.

### **Safeguarding governance**

- Ensure the DSL is appropriately trained, supported, supervised and resourced, and that safeguarding is routinely reported to governance.
- Ensure arrangements exist for managing allegations against staff, safer recruitment, and a compliant Single Central Record (SCR), consistent with KCSIE.

### **Governance effectiveness**

- Ensure clear terms of reference, scheme of delegation and recorded decision-making.
- Undertake governance self-evaluation and development planning.

## 2. Principal / Head of Centre (Awarding Bodies)

**Job Title:** Principal / Head of Centre

**Location:** LMSC

**Reports to:** Proprietor / Governing Body

**Accountable for:** Overall leadership and management; designated Head of Centre for awarding bodies

### **Purpose of the role**

To provide professional leadership and management of LMSC to secure high standards of education, safeguarding, financial sustainability, and full regulatory/awarding body compliance.

### **Key responsibilities**

#### **Strategic and operational leadership**

- Deliver the strategic plan through annual operational plans, KPIs and measurable improvement targets.
- Lead and direct the Senior Leadership Team and ensure clear accountability for safeguarding, quality, exams, and compliance.

#### **Quality of education**

- Ensure a robust quality cycle (self-assessment, observation, learner voice, internal scrutiny, performance management and improvement planning).
- Use data to drive improvement in progress, attainment, attendance, behaviour, retention and destinations.

#### **Head of Centre duties (Cambridge / JCQ / awarding bodies)**

- Ensure all exam and assessment administration meets awarding body regulations and that staff are trained and competent.
- Ensure Cambridge **Key Times and Full Centre Supervision** arrangements are implemented, and records retained as required.
- Ensure secure storage arrangements meet Cambridge and JCQ expectations, including restricted authorised access and documented logs.
- Ensure exam-related policies are reviewed annually and that any issues from awarding body inspections are actioned promptly.

- Ensure the centre maintains a clear internal reporting route for suspected malpractice and incidents, and that such matters are escalated and reported to awarding bodies in line with their requirements.

### **Safeguarding leadership**

- Ensure safeguarding is effective, prioritised and resourced; ensure safer recruitment systems, SCR compliance and staff conduct expectations are consistently applied in line with KCSIE.
- Ensure appropriate arrangements for online safety and preventing radicalisation (Prevent duty), consistent with statutory expectations.

### **Resources and risk**

- Maintain an organisational risk register and ensure mitigation is implemented (including exam security, malpractice risks, business continuity and cyber security).
- Ensure accommodation, staffing and IT infrastructure support compliant delivery, including exam delivery and secure storage requirements.

### **External representation**

- Lead engagement with regulators, awarding bodies and stakeholders; ensure evidence and readiness for inspections and approval visits.

# 3. Vice Principal (Academic) / Director of Studies

**Job Title:** Vice Principal (Academic) / Director of Studies

**Location:** LMSC

**Reports to:** Principal / Head of Centre

**Accountable for:** Curriculum, teaching, learning and assessment; line management of Heads of Faculty, Quality Nominee and Data & Exams Systems Manager

## Purpose of the role

To lead academic provision so that curriculum intent, implementation and impact meet regulatory and awarding body expectations and drive strong learner outcomes.

## Key responsibilities

- Lead curriculum planning and review to ensure specification compliance and coherent progression pathways.
- Set and assure teaching standards through observation, learning walks, learner voice and work scrutiny.
- Ensure assessment planning, marking and feedback are consistent, compliant and support exam readiness.
- Lead performance review cycles and interventions; escalate quality risks promptly to the Principal / Head of Centre.
- Ensure academic teams understand awarding body specifications, assessment rules and authentication requirements, and implement malpractice prevention measures.

## 4. Heads of Faculty (STEM; Business & Social Sciences; Professional Programmes)

**Job Title:** Head of Faculty (STEM / Business & Social Sciences / Professional Programmes)

**Location:** LMSC

**Reports to:** Vice Principal (Academic) / Director of Studies

**Accountable for:** Teaching staff and course leadership within the faculty

### Key responsibilities

- Maintain schemes of work, assessment schedules and resources aligned to awarding body specifications and LMSC policies.
- Ensure standardisation and moderation processes are implemented where required by qualification rules.
- Monitor teaching quality and support staff development and capability.
- Track progress and outcomes; lead interventions and improvement actions based on performance evidence.
- Ensure safe practice in specialist environments (e.g., labs) and adherence to health & safety and safeguarding expectations.
- Ensure consistent use of VLE/digital platforms, including secure handling of any assessment materials.

# 5. Subject Teachers / Course Leaders / Learning Support

## 5.1 Subject Teacher / Lecturer

**Reports to:** Head of Faculty

### Key responsibilities

- Plan sequenced, inclusive lessons aligned to schemes of work and learner starting points.
- Deliver effective practice across in-person, online and hybrid lessons with clear accessibility arrangements.
- Set and mark assessments fairly and securely, applying awarding body assessment rules and authentication requirements.
- Use assessment information to adapt teaching and provide targeted support.
- Maintain professional conduct, follow safeguarding procedures, and report concerns immediately to DSL/DDSL.

## 5.2 Course Leader

**Reports to:** Head of Faculty

### Key responsibilities

- Coordinate planning, shared resources, standardisation and exam preparation.
- Lead course performance reviews and improvement actions.
- Ensure internal quality checks (e.g., moderation/verification where required) are completed and recorded.

## 5.3 Learning Support Assistant / Academic Mentor

**Reports to:** SENDCo / Learning Support Coordinator

### Key responsibilities

- Deliver support strategies from learner plans and teacher direction.
- Support literacy/numeracy/study skills and organisational routines.
- Support approved exam access arrangements only when trained and authorised, following Exams Officer/SENDCo instructions and exam room protocols.

## 6. Quality Nominee / Head of Quality Assurance

**Job Title:** Quality Nominee / Head of Quality Assurance

**Location:** LMSC

**Reports to:** Vice Principal (Academic) and Principal / Head of Centre

**Accountable for:** Centre-wide quality assurance; awarding body quality liaison (as defined by centre approvals)

### Key responsibilities

- Maintain a documented quality framework (SAR/QIP cycle, observation and improvement cycles, standardisation approaches).
- Lead awarding body quality actions and ensure timely implementation of recommendations.
- Oversee internal quality sampling plans and staff training for assessment requirements and evidence standards.
- Produce regular quality reports for SLT and governance.

# 7. Data & Exams Systems Manager

**Job Title:** Data & Exams Systems Manager

**Location:** LMSC

**Reports to:** Vice Principal (Academic) / Principal

**Accountable for:** MIS integrity; data security; examination systems support

## Key responsibilities

- Maintain MIS accuracy for attendance, timetables, learner records, assessments and reporting.
- Produce dashboards and performance reports for SLT, Heads of Faculty and governance.
- Support Exams Officer with candidate data, entries administration data, and secure import/export of results.
- Ensure data handling complies with Data Protection Act 2018 / UK GDPR and LMSC information security controls.

## 8. Vice Principal (Pastoral & Student Experience)

**Job Title:** Vice Principal (Pastoral & Student Experience)

**Location:** LMSC

**Reports to:** Principal / Head of Centre

**Accountable for:** Pastoral systems, attendance, behaviour, enrichment and student voice; operational safeguarding oversight with DSL

### Key responsibilities

- Lead pastoral systems, tutorial programme, behaviour policy implementation and attendance improvement.
- Oversee attendance monitoring, escalation and welfare checks in liaison with DSL.
- Ensure effective anti-bullying practice and inclusive support for SEND/EAL learners.
- Lead enrichment, trips and learner voice processes and ensure feedback informs improvement.

## 9. Designated Safeguarding Lead (DSL)

**Job Title:** Designated Safeguarding Lead (DSL)

**Location:** LMSC

**Reports to:** Principal / Head of Centre

### **Key responsibilities**

- Maintain and annually review safeguarding/child protection policy and procedures; ensure alignment with statutory guidance and local safeguarding arrangements.
- Receive, record and manage concerns; make referrals to children's social care, police and other agencies as required; liaise with LADO where allegations relate to staff.
- Ensure staff induction and ongoing training/updates are delivered and recorded (including online safety and Prevent).
- Maintain secure safeguarding records and provide safeguarding reporting to SLT and governance.

# 10. Deputy Designated Safeguarding Lead (DDSL)

**Job Title:** Deputy Designated Safeguarding Lead (DDSL)

**Reports to:** DSL

## **Key responsibilities**

- Support case handling, record keeping, referrals and multi-agency work as delegated.
- Act as designated safeguarding contact in the DSL's absence and ensure continuity of safeguarding responses.
- Contribute to staff safeguarding updates and thematic work delegated by the DSL.

# 11. SENDCo / Learning Support Coordinator

**Job Title:** SENDCo / Learning Support Coordinator

**Location:** LMSC

**Reports to:** Vice Principal (Pastoral & Student Experience) and Principal

## **Key responsibilities**

- Identify SEND needs; coordinate internal/external assessments and evidence gathering.
- Implement and review support plans and reasonable adjustments.
- Manage exam access arrangements in line with **JCQ** requirements, including evidence, applications and implementation in exams.
- Train staff in inclusive practice and monitor the impact of support on learner outcomes.

## 12. EAL Coordinator

**Job Title:** EAL Coordinator

**Location:** LMSC

**Reports to:** Vice Principal (Academic)

### **Key responsibilities**

- Assess language proficiency and coordinate EAL support plans.
- Support teachers to embed academic language development across the curriculum.
- Monitor EAL learner progress and report outcomes to SLT.

## 13. Pastoral & Welfare Team

### 13.1 Personal Tutor / Form Tutor

**Reports to:** Vice Principal (Pastoral & Student Experience)

#### **Key responsibilities**

- Deliver tutorial programme and conduct progress reviews and target setting.
- Monitor attendance/behaviour/wellbeing; escalate concerns promptly.
- Liaise with parents/carers and internal support services to secure joined-up support.

### 13.2 Attendance & Welfare Officer

**Reports to:** Vice Principal (Pastoral & Student Experience)

#### **Key responsibilities**

- Monitor daily attendance and punctuality; contact home and record reasons; escalate concerns.
- Implement attendance plans/contracts and support welfare checks with DSL/pastoral teams.

### 13.3 Counsellor / Mental Health Support Practitioner (Contracted)

**Job Title:** Counsellor / Mental Health Support Practitioner (Contracted)

**Reports to:** Vice Principal (Pastoral & Student Experience)

#### **Key responsibilities**

- Provide short-term counselling and emotional wellbeing support to referred learners within a defined service protocol.
- Maintain confidential clinical records and information-sharing boundaries, recognising that safeguarding concerns override confidentiality and must be escalated immediately to DSL/DDSL.
- Participate in safeguarding briefings and follow LMSC referral, consent and risk escalation procedures.
- Liaise (with appropriate consent and/or safeguarding basis) with external services to support learner wellbeing and continuity of care.

# 14. Exams Officer / Cambridge Exams Coordinator

**Job Title:** Exams Officer / Cambridge Exams Coordinator

**Location:** LMSC

**Reports to:** Principal / Head of Centre

**Accountable for:** Administration and compliant conduct of all external examinations and assessments

## Purpose of the role

To manage the examinations cycle and ensure compliant delivery, security and integrity for Cambridge International, JCQ awarding bodies and other awarding organisations.

## Key responsibilities

### Exams administration

- Manage entries, amendments, timetables, clashes, rooming, access arrangements logistics, and candidate communications.
- Maintain required records and evidence for awarding body inspections/visits.

### Cambridge Key Times and Full Centre Supervision

- Implement Cambridge Key Times and Full Centre Supervision arrangements for each exam series and ensure supervision records are kept and retrievable in line with Cambridge requirements.

### Exam security and secure storage (Cambridge + JCQ compliant keyholder model)

- Ensure secure receipt, checking, storage and distribution of confidential materials; maintain logs for secure movement and secure storage.
- **Authorised keyholders for the secure storage facility:**
  - **Principal / Head of Centre** (Senior Leadership Team keyholder)
  - **Exams Officer** (required keyholder)
- Ensure access is restricted and controlled in line with JCQ expectations that access must be restricted to **between two and six keyholders**, one of whom must be the Exams Officer.

- Ensure contingency arrangements are in place so that secure materials remain controlled if one keyholder is absent (e.g., managed handover and documented access logs), without increasing the number of keyholders beyond JCQ limits.

### **Invigilation and exam delivery**

- Recruit, train and deploy invigilators and exam assistants; ensure they understand centre rules, incident reporting and malpractice prevention.
- Ensure exam rooms meet Cambridge/JCQ requirements (signage, clocks, seating plans, candidate notices) and that candidates are supervised correctly.

### **Results and post-results**

- Administer results release, post-results services (reviews of marking, script access, appeals) and secure storage/distribution of certificates in line with awarding body timelines and rules.

### **Inspections and readiness**

- Maintain an “inspection-ready” evidence set (secure storage logs, training records, seating plans, invigilator rotas, incident logs, access arrangements evidence, exam policies).

# 15. Invigilators / Exams Assistants

**Job Title:** Exam Invigilator / Exams Assistant

**Reports to:** Exams Officer

## **Key responsibilities**

- Attend training; follow exam room instructions and awarding body regulations.
- Prepare rooms, supervise candidates and enforce exam conditions.
- Report incidents/suspected malpractice immediately; support secure collection and return of materials.

# 16. Bursar / Director of Finance & Operations

**Job Title:** Bursar / Director of Finance & Operations

**Location:** LMSC

**Reports to:** Principal / Head of Centre

## **Key responsibilities**

- Budgeting, forecasting, management accounts and procurement controls.
- HR compliance including safer recruitment administration (with HR & Compliance Officer), contracts and employment law compliance.
- Estates compliance including fire safety, building compliance, exam venue readiness and contractor management.
- IT and cyber security oversight, including business continuity and secure systems supporting exams and safeguarding records.

## 17. Finance Team (Finance Officer / Finance Assistant)

**Reports to:** Bursar / Director of Finance & Operations

### **Key responsibilities**

- Day-to-day financial processing, record keeping, reconciliations and audit readiness.
- Fee billing administration and debt follow-up under defined procedures.

## 18. HR & Compliance Officer

**Job Title:** HR & Compliance Officer

**Location:** LMSC

**Reports to:** Bursar / Director of Finance & Operations

### **Key responsibilities**

- Administer recruitment and pre-employment checks (DBS, references, right to work, qualifications).
- Maintain the SCR and evidence files to inspection standard, aligned to KCSIE expectations.
- Maintain policy register, review schedule and staff compliance tracking (training, acknowledgements).

# 19. IT Manager / Network Administrator

**Reports to:** Bursar / Director of Finance & Operations

## **Key responsibilities**

- Secure network and device management; patching, backup, access controls and incident response.
- Support VLE/online learning platforms and secure administrative systems.

## 20. Facilities & Estates Manager

**Reports to:** Bursar / Director of Finance & Operations

### **Key responsibilities**

- Site safety, security and maintenance; statutory checks records.
- Exam room set-up readiness in coordination with Exams Officer and timetabling/MIS.

# 21. Reception & Admissions Team

## 21.1 Receptionist / Administrator

**Reports to:** Bursar / Director of Finance & Operations

### **Key responsibilities**

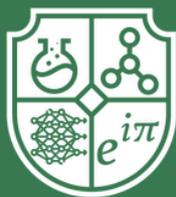
- Safeguarding-aware front-of-house, visitor controls and supervision procedures.
- General administration and professional communications.

## 21.2 Admissions Officer

**Reports to:** Principal / Head of Centre

### **Key responsibilities**

- Manage enquiries, applications, interviews, offers and enrolment processes.
- Maintain accurate applicant records in the MIS and coordinate placement decisions with academic/pastoral leads.
- Support international applicants within lawful and policy-defined boundaries.



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