



Role: Deputy Head of College	Salary: £40,000 - £50,000 depending on experience
Place of work: Multi-campus role	Line Manager: Head of College
Contract: Full-time, permanent	

WHO WE ARE

Boomsatsuma is a proudly independent educator delivering bespoke, industry-connected education for 16-year-olds and up in Bristol and the South West, always with compassion, care and a real focus on the individual.

We deliver education that trains the next generation of creatives in television and filmmaking, photography, game design, digital media, sports media and Art and Design. Our programmes are built to flex and evolve with the industries we are part of - so students build the knowledge and confidence to take their next step.

JOB DESCRIPTION

We are seeking an experienced and highly effective Deputy Head of College to play a pivotal role in ensuring the quality, consistency and impact of our Further Education provision.

Reporting to the Head of College, the Deputy Head of College will have operational responsibility for curriculum oversight and quality assurance, safeguarding, and student engagement. The postholder will work closely with Heads of Department, teaching teams, support teams and senior colleagues to ensure excellent teaching, learning and student outcomes, alongside a safe, inclusive and aspirational student experience.

As Deputy Designated Safeguarding Lead (DDSL), the Deputy Head of College will support with leadership and accountability for safeguarding and student welfare across the college, embedding a strong culture of care, compliance and continuous improvement.

KEY RESPONSIBILITIES

Leadership

- Provide operational leadership across curriculum, quality assurance, safeguarding, inclusion, student services, and administrative processes, ensuring alignment with the college's strategic objectives.
- Act as a key member of the college leadership team, contribute to strategic objectives, and leading operational planning, self-assessment and quality improvement activity.
- Deputise for the Head of College as required.

Curriculum and Quality Assurance

- Support the Head of College to ensure high standards of teaching, learning and assessment across all programmes.
- Lead on quality assurance processes, including observation of teaching and learning, internal reviews, learner voice and assessment standardisation.
- Support Heads of Department and teaching teams to address performance issues and drive continuous improvement.
- Contribute to inspection readiness and external audit activity, including Ofsted and awarding organisation requirements.
- Support the Head of Department for Maths and English to deliver high quality outcomes at Level 2.

Safeguarding and Student Welfare

- Act as the Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead (DSL) to ensure full compliance with statutory safeguarding requirements and best practice.
- Support the DSL with providing leadership, advice and training to staff on safeguarding, child protection and wellbeing.
- Support with safeguarding referrals, case management and multi-agency working, ensuring robust record-keeping and timely action.
- Promote a strong safeguarding culture where students feel safe, supported and listened to.

Student Services and Inclusion

- With the Student Engagement team, ensure high-quality pastoral, wellbeing and additional learning support for students.
- Work closely with the SENCo and support teams to ensure inclusive practice is embedded across the curriculum and student experience.
- Monitor the impact of support interventions on attendance, retention, achievement and progression.
- Champion equality, diversity and inclusion across all aspects of college life.

People and Performance

- Support the Head of College in the professional development and performance management of curriculum and support staff.
- Foster a collaborative, reflective and student-centred culture across teams.
- Contribute to recruitment, induction and ongoing staff development.
- Line manage responsibilities for some key College staff.

Data and Reporting

- Monitor key performance indicators including attendance, retention, achievement, safeguarding and student wellbeing,
- Lead on UCAS application processes and oversee progression and destination data.
- Use data and learner feedback to inform improvement planning and decision-making.
- Supervise Heads of Department to write year end programme reviews.
- Prepare reports and updates for senior leadership as required.

PERSON SPECIFICATION

Essential:

- Significant leadership or management experience within further education or a comparable educational setting.
- Strong understanding of curriculum quality assurance and improvement processes.
- Proven experience of safeguarding leadership, including acting as or working closely with a Designated Safeguarding Lead.
- Experience of managing student support, inclusion or pastoral teams.
- Strong knowledge of SEND and inclusive education practices.
- Excellent communication, organisational and decision-making skills.
- Ability to manage complex priorities and work effectively across multiple teams and sites.
- Clear commitment to safeguarding, equality, diversity and student wellbeing.

Desirable:

- Teaching qualification (PGCE, CertEd or equivalent).
- Safeguarding qualification relevant to DDSL responsibilities.
- Experience of inspection frameworks such as Ofsted.
- Familiarity with careers education frameworks and employer engagement.



WHAT WE OFFER

- Competitive salary and benefits
- Access to an Employee Assistance Programme (EAP) providing confidential wellbeing support
- Enrolment into the NEST workplace pension scheme (subject to eligibility)
- Nine weeks holiday per academic year
- Study support (if appropriate)
- Flexible working including part-time options
- Opportunity to grow and develop within a supportive and developing leadership team

We value the benefits of having a diverse team, and our recruitment style ensures everyone is treated fairly, and we welcome applications from across all communities.