

BOOMSATSUMA

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| Role Head of Department for Art & Design | Actual Salary £35,000-£40,000 FTE (DOE) |
| Location Portland Square, with some other campus working | Line Manager Head of College |
| Contract Permanent, 0.7 FTE | Start Date 19th August - Notice dependant |

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 art and design, television and filmmaking, photography, game design, digital media and sports media. Our courses are built to flex and evolve with the industries we're part of - so students build the knowledge and confidence to take their next step.

ABOUT THE ROLE

The Head of Department provides leadership for the Level 3 Art & Design programme, ensuring students receive a high-quality, industry-informed educational experience that prepares them for progression into further study, training or employment.

The role is responsible for the effective leadership of the department, creating a positive and ambitious culture for both staff and students, and ensuring the programme remains responsive to the needs of students, industry and awarding bodies.

Working as part of the wider college leadership group, the postholder will contribute to the strategic development of the provision, supporting Boomsatsuma's commitment to creative education, inclusion and student success.

JOB DESCRIPTION

The role requires a leader, teacher and practitioner with a strong Art and/or Design specialism, able to provide strategic direction and oversee the day-to-day management of the Art & Design programme. The post holder will lead, support and develop staff within the department, ensuring clarity of purpose, effective team working and high standards of delivery across the programme.

Working closely with the teaching team, the post holder will lead curriculum planning, development and delivery, ensuring the programme remains current, coherent and aligned with industry practice, awarding body requirements and regulatory

expectations. They will support the development of teaching practice across the team, ensuring students benefit from an ambitious, inclusive and well-supported learning experience that enables them to succeed, develop confidence and progress.

The post holder will oversee quality assurance and quality improvement processes within the programme, including annual programme review, self-assessment and action planning. Using performance data, student feedback and evaluation, they will identify priorities for development and implement improvements to strengthen delivery and outcomes.

Alongside leadership responsibilities, the post holder will contribute to teaching across the programme, with a desired focus on Graphic Design. They will support students to develop the technical, creative and practical knowledge and skills needed for progression into further study, training or employment, while maintaining high expectations for engagement, professional conduct and achievement.

KEY RESPONSIBILITIES

Departmental Leadership

- Provide strong and visible leadership for the Level 3 Art & Design programme, setting high standards for teaching, learning, behaviour and professional practice.
- Promote a shared culture of ambition, accountability and continuous improvement across the department.
- Line manage, support and develop lecturers and learning support practitioners, ensuring high-quality delivery and student engagement.
- Lead department meetings, briefings and communications to ensure alignment with Boomsatsuma's educational vision and operational priorities.
- Oversee the day-to-day operation of the department, including learning environments, resources, health and safety, and inclusive practice.
- Monitor programme performance, student progress and team effectiveness, implementing improvements where required.

Teaching, Learning and Assessment

- Plan, prepare and deliver high-quality teaching across the Level 3 Art & Design programme, preferably with a focus on Graphic Design.
- Design and implement coherent schemes of work, lesson plans and assessment strategies aligned to awarding body requirements, internal quality standards and industry expectations.

- Ensure that all programme staff deliver inclusive teaching that supports students with a range of abilities, learning styles and SEND needs, working closely with the SENCO and support staff.
- Lead assessment of student work accurately and fairly, providing timely, constructive and developmental feedback that supports improvement and progression.
- Use formative and summative assessment, alongside student data, to monitor progress, identify gaps and adapt teaching accordingly.
- Set and model clear expectations for attendance, punctuality, behaviour and professional conduct.

Curriculum Development and Quality Enhancement

- Lead the development, review and continuous improvement of the Art & Design curriculum, ensuring it remains relevant, rigorous and industry-informed.
- Embed Art & Design practice within project-based learning and practical briefs.
- Oversee programme quality assurance processes, including annual programme review, self-evaluation and action planning.
- Reflect on programme delivery and performance to identify priorities for improvement and enhance student outcomes.
- Ensure curriculum delivery and assessment remain compliant with awarding body standards and internal quality frameworks.

Industry Engagement and Student Progression

- Develop and maintain industry links and external partnerships to enrich curriculum delivery and student opportunities.
- Support students to develop specialist knowledge, resilience, independence and professional confidence.
- Monitor attendance, retention and progression, implementing targeted interventions where needed.
- Lead progression activities including tutorials, references and next-step guidance in conjunction with other members of staff.
- Lead departmental recruitment, admissions, enrolment, induction, parents' evenings and open events.

Professional Practice and Boomsatsuma Contribution

- Engage in continuous professional development to maintain current subject knowledge and teaching practice.
- Contribute to standardisation, moderation and wider quality assurance processes across Boomsatsuma.
- Support the wider strategic aims, quality priorities and organisational development of Boomsatsuma.
- Uphold and actively promote safeguarding, inclusion and student welfare in line with statutory guidance and organisational policy.

PERSON SPECIFICATION

Essential

- Experience of leading, managing or coordinating teaching teams to deliver high-quality educational outcomes.
- Ability to lead curriculum planning, delivery and review, ensuring alignment with awarding body requirements, internal quality standards and industry expectations.
- Strong Art or Design specialism relevant to Level 3 Art & Design vocational delivery.
- Experience of teaching within further education, post-16 or vocational learning, or equivalent leadership experience within a relevant professional setting.
- Strong understanding of teaching, learning and assessment within a vocational or diploma-based curriculum.
- Knowledge of Art & Design processes, software, tools and technical workflows used within the industry.
- Experience of monitoring student progress, using performance data and implementing interventions to improve attendance, retention and achievement.
- Understanding of quality assurance, self-evaluation and annual programme review processes.
- Ability to communicate complex technical concepts clearly and support colleagues to deliver them effectively.
- Strong understanding of inclusive practice, SEND provision and strategies to support a wide range of student needs.

BOMSATSUMA

- Strong understanding of safeguarding and commitment to the welfare and wellbeing of young people.
- Effective people management, communication and organisational skills.
- Ability to manage learning environments, resources and day-to-day departmental operations effectively.
- Competence in using digital work systems, including Google Workspace and/or Microsoft Office.
- Commitment to professional standards, accountability and continuous improvement.
- Willingness to work towards a recognised teaching qualification if not already held.

Desirable

- A degree in a relevant subject area.
- A recognised teaching qualification.
- Experience of teaching and/or leading Graphic Design within an FE, post-16 or vocational education setting.
- Experience of quality assurance, moderation and awarding body compliance processes.
- Experience of curriculum development and programme design within a vocational or industry-informed context.
- Experience of building external partnerships with industry, employers or creative practitioners.
- Evidence of maintaining an active creative or technical practice within Art or Design or a related field.



WHAT WE OFFER

- Competitive salary and benefits.
- Generous holiday entitlement.
- Study support (if appropriate).
- Flexible working including part-time options.
- Ongoing professional development and training.
- A collaborative and supportive team culture where your contribution is valued.
- The chance to make a real difference in young people's lives.
- Employer pension contribution.
- Cycle to Work Scheme.
- Employee Assistance Programme (EAP).

HOW TO APPLY

To apply, send a CV and cover letter to jobs@boomsatsuma.com. Please note that applications that do not include a cover letter will not be considered. Shortlisted candidates will be contacted to complete an application form prior to interview.

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