

**BALCARRAS SCHOOL
JOB DESCRIPTION**

JOB TITLE: Maths Hub Co-ordinator

RESPONSIBLE TO: Maths Hub Lead

RESPONSIBLE FOR: Maths Hub Administrator

GRADE: NJC – Point 24 to 27

JOB PURPOSE:

The job of Maths Hub Co-ordinator is enormously varied and will require someone with a range of skills. You will certainly be a team player who has the ability to multi task and stay on top of a range of different activities. It will be important to work closely with the Maths Hub Lead and to support them directly in the development of the hub in the years ahead. It is difficult to be absolutely specific about the job specification but it will certainly include the following:

Main Duties	Description
Support	<ul style="list-style-type: none"> • Provide support for the GLOWMaths Hub Senior Lead, Maths Hub Lead, Teaching for Mastery Leads, Work Group Leads and Level 3 Lead
Clerking	Minute Leadership/Strategic Board Meetings
Financial	Maintain an accurate budget overview for the Maths Hub in line with reporting procedures
Marketing/advertising	<ul style="list-style-type: none"> • Work with partners to raise the profile of the Maths Hub • Work with partners to produce publicity materials for the Maths Hub • Update and manage the Maths Hub social media presence – in particular, the Maths Hub website and Twitter • Attend local and national conferences when required • Provide 'first point of contact' service for schools with the Maths Hub Administrator • Organise events/conferences and engagement events
Calendar	Manage the GLOWMaths Calendar
Line manage	Line manage and support the work of the Maths Hub Administrator
Reporting	Co-ordinate the Hub's annual/termly response to the NCETM/DFE as regards monitoring the performance of the GLOWMaths Hub

PRINCIPAL CONTACTS:

All levels of teaching and teaching support staff, pupils, parents, governors, contractors and external bodies.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

July 2018