

July 2018

Dear Colleagues,

Math Hub Co-ordinator – Full time, term-time only. Pt 24-27 pro rata

Thank you for your interest in this post. Balcarras runs the GLOW Maths Hub which was set up in 2014 as one of 35 maths hubs across the country. Our Maths Hub supports over 700 schools in Gloucestershire, Oxfordshire and Worcestershire. The mission of the hub is to shine a light on best practice and to support schools in developing pedagogy around mathematics.

Since 2014 GLOW has been a runaway success and the scale of our operations has grown considerably. 423 schools have engaged with GLOW run activities in the last year and in total 755 teachers have taken part in GLOW run events. GLOW has a team of over 35 specialists leading a range of activities across primary and secondary settings.

The work of GLOW is coordinated from Balcarras School and is directed by the Maths Hub Lead, Steve Lomax. We now require a full time Maths Hub Co-ordinator to work alongside Steve and the administrator Jo Newman. This role is essentially about project managing the work of the Maths Hub. A detailed job description is available but the key responsibilities are outlined below:

- Work with partners to raise the profile of the Maths Hub
- Work with partners to produce publicity materials for the Maths Hub
- Line manage and support the work of the Maths Hub Administrator
- Provide 'first point of contact' service for schools with the Maths Hub Administrator
- Update and manage the Maths Hub social media presence – in particular, the Maths Hub websites and Twitter
- Represent GLOW maths at local and national conferences when required

Experience working in project management, IT, or education would be an advantage but is not essential. Please apply by filling in an application form (available on our website) and include a letter which details why you are suitable for this post. The deadline for applications is: Tuesday August 21st 2018. Interviews are likely to take place during the first week in September.

Yours sincerely,



Headteacher