

## **Origin Maths Hub Co-Ordinator**

(Lead School: Tudor Grange Academy Solihull)

Origin Maths Hub would like to invite applications from enthusiastic and engaging individuals for the post of **Maths Hub Co-Ordinator**, please note this is a support staff role and not a teaching post.

This is a unique opportunity to work for Origin Maths Hub (Lead School Tudor Grange Academy Solihull). The purpose of Origin Maths Hub is to help schools and colleges lead improvement in maths education in Solihull, Coventry, and Warwickshire. This is an office-based role – the office base for this role will be Tudor Grange Academy Solihull.

Reporting to the Maths Hub Project Manager, the main purpose of the role is to work as part of the Leadership and Management Team of the Hub to ensure the efficient and effective co-ordination of all processes and activities relating to the provision of mathematics professional and school development opportunities across Solihull, Coventry and Warwickshire.

Excellent attention to detail, communication skills and ICT skills, and the desire to work in a fast paced and engaging role are essential for this post.

**Contract:** 25 hours per week, term-time only. We will consider various working patterns for this role, with hours per week being worked over 3, 4 or 5 days. This can be discussed further at interview.

**Salary Scale:** Tudor Grange Pay Policy Scale 5, NJC Scale SCP 12. Actual Salary Circa: £15,541 (full-time equivalent salary £26,421).

**Start date:** 2<sup>nd</sup> September 2024

**Closing date for applications: Wednesday 10<sup>th</sup> July 2024**

Interviews may take place on Tuesday 16<sup>th</sup> July 2024.

### **Information about Origin Maths Hub**

Origin Maths Hub is one of the 40 national Maths Hubs in England, funded by the Department for Education and coordinated by the National Centre for Excellence in the Teaching of Mathematics (NCETM). The Maths Hub is made up of a partnership of schools, colleges and other organisations, working together to develop and spread excellent practice in mathematics education, for the benefit of all students, teachers and schools in Solihull, Coventry and Warwickshire.

Local Leaders of Maths Education working with the Maths Hub run approximately 70 different cohorts/Work Groups around approximately 25 project areas each year, enabling teachers and schools to work collaboratively on specific aims relating to mathematics education. This year nearly 300 state-funded schools in Solihull, Coventry and Warwickshire have engaged with Origin Maths Hub on at least one of these projects; and we anticipate this number continuing to grow next year.

We are passionate about providing support for teachers and schools that can help to improve the mathematics experience and outcomes for learners, from early years to post 16. Origin Maths Hub benefits from a supportive and driven Maths Hub Leadership and Management Team, the commitment of the Local Leaders of Maths Education and partner schools, colleges and organisations, and the wider support from the NCETM and the national Maths Hub Programme.

Tudor Grange Academy Solihull (the Lead School for Origin Maths Hub) is an outstanding 11-18 comprehensive school situated in South Solihull in the West Midlands. We are also a designated

National Teaching School Hub, which means our staff have access to excellent opportunities to flourish, develop and facilitate courses for other professionals. We offer a caring and supportive work environment, with well-being at its core.

### **Responsibilities and Job Description**

The Origin Maths Hub Co-Ordinator is a higher-level administrative role and will support:

- Creation and implementation of clear and accurate processes to ensure the Maths Hub is operationally effective - including supporting Local Leaders of Maths Education, schools and other stakeholders with these.
- Submission and timely updating of accurate and effective data records and reports.
- Co-ordination of the Origin Maths Hub calendar and events - including arranging meetings/events as required and producing documentation for these.
- Effective internal and external communication – to include managing email inboxes and online communities, developing the Maths Hub website, production of newsletters and social media content, and maintenance of good relationships with all stakeholders.
- Processing of financial information and payments.
- Working as part of the national Maths Hubs network - such as participating in national forums and online communities, and liaising with the wider NCETM team as required.
- Working with the Maths Hub Administrator as required on various administrative tasks to meet the needs of the team.

Other general activities will include:

- Attending meetings as required – this occasionally may require reimbursed travel.
- Contributing to the overall ethos, work and aims of the Origin Maths Hub.
- Complying with and contributing to the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection – reporting concerns to an appropriate person if required.
- Maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Being aware of and supporting differences to ensure equal opportunities for all.

The duties of this post may vary from time to time, without changing the general character of the post or level of responsibility entailed.

### **How to Apply**

To apply for this role, please complete the application form and personal statement using the My New Term link. In the personal statement section, please ensure that you outline your relevant experience and ideas in relation to the role description.

**If you have any queries, please contact Hannah Lester, Project Manager:**  
[Halester@solihull.tgacademy.org.uk](mailto:Halester@solihull.tgacademy.org.uk)

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