

Community Hub Host School, National Community Hubs Program	
Key Responsibilities and Accountabilities	
<p>Plan and implement activities that align with the NCHP outcomes and objectives, supported by CHA and the local support agency</p>	<ul style="list-style-type: none"> • The following type of activities may be delivered through the hub: • Engagement activities • Playgroup or equivalent • Children’s literacy programs • Adult language and literacy (preferably English language) • Skills training / employment or vocationally focused services for adults • A volunteering program within the hub (for hub participants and for external volunteers to support activities)
<p>Employ a dedicated hub leader for 20-25 hours per week</p>	<ul style="list-style-type: none"> • A suitably qualified hub leader must be employed to work in the hub for a minimum of 20 hours per week • It is a condition of the funding that 90% of that funding be spent on the hub leader’s salary and associated costs • Provide line management and associated staffing support to hub leader
<p>Provide a dedicated community hub space within the school</p>	<ul style="list-style-type: none"> • An exclusive space must be available for the establishment and the running of the community hub and is suitable to facilitate the running of group activities • The space must have adequate heating and cooling • Access to administrative resources including a computer, IT support and office equipment (e.g. printer / photocopier and ideally a desk or workstation and phone) and storage • Clear signage to the hub, including at school entrances • Access to adult toilets / kitchen facilities and other school facilities • Access to outdoor space e.g. kitchen / community garden • Location of the hub should be prominent and visible to the community

	<ul style="list-style-type: none"> • Dedicated children’s and adult learning spaces – these may be located within the same room
Engage and work collaboratively with families, community members and school staff to facilitate their participation in a range of activities that build family confidence, skills and knowledge of child development and parenting	<ul style="list-style-type: none"> • With a whole of school focus develop and implement strategies to engage with local families and community members • Explore and develop an understanding of the needs of local families, and in collaboration with the support agency, partner with local services to meet these needs • Develop relationships and collaborate with local community hubs network and local service partners, to support the delivery of programs to build confidence and knowledge • Hub leader is actively engaged in the school and hub community, including attendance at school staff meetings and assemblies where possible
Support attendance and participation in hub leader networking and learning and development meetings	<ul style="list-style-type: none"> • Hub to leader participate in hub network activities and professional development • Flexibility for the hub leader to participate in professional development as a requirement of their role
Participation by school leadership in quarterly/biannual meetings stewarded by the support agency	<ul style="list-style-type: none"> • Attend principals’ meetings to share, network with other hub schools; leverage local opportunities and resolve any local challenges • School principal to meet at least biannually with hub leader and support coordinator to discuss and review hub planning, activity and achievements
Liaise with CHA and the support agency to share and review resources and information	<ul style="list-style-type: none"> • Hub leader to participate in all hub leader meetings and professional development activities conducted by either the support agency or CHA • Proactively share stories and impact of the hub with the local community across the network

<p>Plan, undertake and report on quality framework process</p>	<ul style="list-style-type: none"> • Principal, hub leader and support agency representative work together to develop a plan of activities for the hub • Meet at least quarterly to perform rapid review of the hub activity • Perform annual review and report to CHA in collaboration with support agency partner
<p>Collect and report data to CHA as required</p>	<ul style="list-style-type: none"> • Report attendance data using the NCHP data portal (SuperPortal) • Report against other initiatives delivered as a part of the hub program and funded by CHA, for example English class attendance • Participate in the NCHP Quality Framework as a tool to support planning, reflection and assessment of activities delivered through the hub
<p>Key Capabilities</p>	
<ul style="list-style-type: none"> • State, catholic or private primary school • Demonstrate an understanding of the local needs of migrants in XXX (State/LGA) communities including those who are humanitarian arrivals and from a non-English speaking background. • Demonstrated understanding of how to create an inclusive environment for the hub leader and for members of the local community, including those who are outside the school community • Ability to provide a dedicated space for the hub • Actively implement strategies to engage with newly arrived migrant families • A demonstrated ability to deliver against funding agreements, meet reporting requirements and contribute to creating a culture of continuous improvement within the school 	