

Role of school leadership – 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: <ul style="list-style-type: none"> • 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
<p>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</p>	<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
<p>Support attendance and participation in hub leader networking and learning and development meetings</p>	<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

<p>Participation by school leadership in quarterly/biannual meetings stewarded by the support agency</p>	<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
<p>Liaise with CHA and the support agency to share and review resources and information</p>	<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

Key capabilities

- 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