

Hub Leader Exchange Program – Roles and Responsibilities

Visiting hub leader

Role

The visiting hub leader will be required to visit a host hub for three consecutive days between 29 July and 9 August, 2024, as well as complete additional pre and post learnings and evaluations. This commitment requires the full support of the school.

Eligibility

Before applying for this role, please check the statements below:

- I have discussed my intention to apply for the role with my Principal and support coordinator (or in their absence, their equivalent).
- I am available to visit a hub for three consecutive days in the period 29 July – 9 August, 2024.
- My hub will continue operating while I am absent, or activities can be rescheduled where necessary.
- I have capacity to take on the extra tasks and responsibilities associated with this opportunity.
- I am willing to share my reflections and learnings from the exchange program experience with other hubs and the national hub network.

Responsibilities

The visiting hub leader responsibilities include, but are not limited to:

- Keeping CHA informed of any changes to the ability to participate in the three-day exchange.
- Meeting with the host hub leader prior to the visit to co-plan a schedule for the three days.
- Following any policies and procedures applicable in the host school.
- Spending three work days with the host hub leader, observing or participating in hub activities, conversations with hub participants, meetings with partner organisations, meetings with school staff, and any other day-to-day operations of the hub.
- Exchanging information and ideas with the host hub leader during your visit.
- After the visit, reflecting on the exchange program experience and completing an evaluation.
- Sharing learnings from the exchange program with the national hub network.