

West London Zone



JOB RECRUITMENT PACK

Hub Lead

ROLE DESCRIPTION

Title:	Hub Lead
Reports to:	Regional Director
Start date:	July 2024
Location:	Wigan
Hours:	Full Time
Salary:	£36,000
Deadline:	10 th May 11.59pm

Who we are

West London Zone (WLZ) is an award-winning early intervention charity that helps children and young people build the relationships and skills they need to flourish and thrive into adulthood.

Our Hub Leads are predominantly based in one school and support 3-4 Link Workers across other schools, including training an Associate Link Worker. Please see more about the role in the section Day to Day.

Our aim is for every child to achieve good Social and Emotional Wellbeing and improved Academic Achievement. We call this “creating SEA change.”

We currently work with c.1,700 children and young people. We've grown rapidly since our launch in 2016 and are now expanding our work to Wigan Borough as the first stage in our ambitious growth plans.

Reflecting the development of this new model outside of West London, West London Zone will be relaunched under a new name and brand by the end of May.

We will continue to focus on improving the quality and impact of our core programme, whilst also committing to work more deeply in both London and the North West by building up our team and individuals in the local community to drive impact and change.

We are looking for people who are deeply committed to working with young people, are highly motivated, with high standards and expectations for themselves and others. We are keen to attract people who share our values.

Our Values

West London Zone has five values that drive the way we work. They inform the shared principles which we ask all our delivery partners and the schools we work with to agree to before starting with us. Our values are expressed in the acronym **CLEAR**:



Collaborative

The power of individuals and organisations working together towards a shared vision.



Evidence-Led Committed to collecting relevant data and analysing what works.



Relational

Relationships are key to achieving change.



Local

Work is rooted in the community.



Accountable

Accountable to the communities we work with and hold others accountable on behalf of these communities.

Collaborative

Local

Evidence-led

Accountable

Relational

DAY TO DAY

Hub Leads are based in one school for two days per week, leading on working with children and young people, and training an Associate Link Worker. The remainder of their week focuses on supporting 3-4 Link Workers across partner schools. Supported by West London Zone colleagues, school staff and partner organisations you will plan and build, by building trusted relationships to coordinate and deliver a two-year individualised programme of support to a cohort of children and young people.

Building a trusted relationship with the young person

1:1 formal engagements with the young person to set and work towards termly objectives

Informal interactions 1:1 or in groups to build the relationship with the young person

Planning and delivering a programme of specialist support build

Planning and co-ordinating a plan of support for each young person, based on termly objectives

Delivering Link Worker support 1:1 or to small groups

Co-ordinating with delivery partner facilitators, gaining consent

Encourage good levels of attendance at support sessions

Joining up the system of wider support networks

Engaging with parents/carers

Engaging with teachers and wider school network

Planning experiences and opportunities for young people

Planning experiences and opportunities (such as extracurricular trips) for young people



PROGRESSION

In the 2024/25 academic year, we are launching a new, tailored development programme for our Link Workers that ensures everyone can progress in their career as they become more experienced and provide support and training for each individual's development.

Title	Salary	Role	Relevant Experience
Associate Link Worker (ALW)	£25,000	The Associate Link Worker will be based in a school with the Hub Lead. This will be a developmental role with the ALW taking on responsibility in line with a Link Worker as they gain experience.	6 months to 2 years paid employment or voluntary experience.
Link Worker	£29,000	The Link Worker delivers our programme to children and families, devises their support plans, conducts 1:1/small group sessions, coordinates partner programs and builds relationships with school staff and local agencies.	2+ year of front-line delivery experience with children in paid employment.
Senior Link Worker	£32,000	After 2 years, Senior Link Workers fully manage a cohort and may assist with peer delivery elsewhere.	4+ year of front-line delivery experience with children in paid employment.
Expert Link Worker	£34,000	Expert Link Workers advance their career while supporting a wider team at WLZ, engaging directly with children and young people while building a specialism. They also play key role in school collaboration to identify program participants.	Internal role only – to progress into from Senior Link Worker.
Hub Lead	£36,000	Hub Leads oversee teams of 3-4 Link Workers and an Associate Link Worker. They are responsible for cohort delivery with direct support from an Associate Link Worker. Oversee school and local services relationships, manage hub programs, mentor team. Hub Leads specialise and contribute to WLZ initiatives.	5+ year of front-line delivery experience with children in paid employment, including some management experience.
Senior Hub Lead	£38,000	Senior Hub Leads oversee teams of 3-4 Link Workers and an Associate Link Worker, responsible for cohort delivery with direct support from an Associate Link Worker. Oversee school and local services relationships, manage hub programs, mentor team. Hub Leads specialise and contribute to WLZ initiatives.	8+ year of front-line delivery experience with children in paid employment, including 3+ years of management experience.

YOUR DEVELOPMENT

A Comprehensive core curriculum of training supports your professional development.

As a Hub Lead you will have access to training available to our Link Work community as well as specific management and leadership training to support your growth and development as a line manager and leader.

FIRST YEAR: You will be trained on the core curriculum:

- Solution Focused Practice
- Trauma Informed Practice
- Safeguarding & Child protection training
- Data Analysis and Caseload management
- Child Relationships and Attachment Styles
- Equity, Diversity and Inclusion
- Basic counselling skills
- Shadowing Link Workers in their settings
- First Aid and Trips and Visits planning training

SECOND YEAR: You will progress to our tailored training tracks for your specific role:

- Link Worker training
- Senior Link Worker training
- Expert Link Worker training
- Specialist trainings
- Hub Lead management track

WE PROVIDE FULL SUPPORT:

- Regular 1:1 line management
- Clinical supervision -1:1 – monthly
- Collective learning and working groups to inform programme design and refinement
- Co-delivery within your team to learn from and share practices with other Link Workers - as well as with your Hub Lead
- Opportunities for 1:1 peer learning sessions with other Link Workers

ADDITIONAL SUPPORT:

- The 'hub' model offers a supportive network of colleagues for delivery, coaching, and mentoring
- Hub Leads and Senior Hub Leads provide frontline support and professional development
- Other Link Workers offer support and advice, and you can co-deliver with them for diverse learning experiences

WLZ BENEFITS



Health Cash Plan (Medicash)

Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but not limited to);

- 24/7 Employee Assistance Support
- Cash back on optical, dental and holistic treatments
- Physiotherapy
- Counselling
- Discount for family activities, such as cinema tickets and gym membership

Referral Scheme

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 6 month probation, the employee who referred the candidate will receive a further £200.

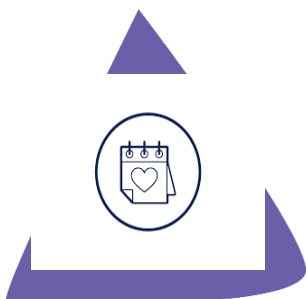


Cycle Scheme

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

Enhanced Sickness, Compassionate and Family Leave

WLZ pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to 10 days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.



Annual Leave and Wellbeing Days

We have a generous annual leave policy of 36 days in your first year (and second year for Associate Link Workers), increasing to 43 days in your second year at West London Zone. We also offer 2 wellbeing days per calendar year as a means to support our employees.

Bi-Annual Team Days and Socials

Fun, engaging, team activities to enable staff to connect to others in their team. WLZ appreciates our staff work hard therefore organise 2 social get togethers per year, one in the summer and one in the winter.



PERSON SPECIFICATION

- Excellent at developing professional trusted relationships with children and families from a range of backgrounds
- Proactive, keen to get stuck in, and a self-starter
- Passion and drive to change the lives of children and young people
- Able to work independently to solve problems
- Ability to manage relationships and work collaboratively across multiple settings with different people
- Excellent verbal, written and presentation skills; able to communicate professionally and flexibly with a wide group of stakeholders
- Able to plan work and manage competing priorities in a busy, fast paced environment
- Able to learn new systems and ways of working, adapting where needed
- Able to use and understand data to inform and plan work with children and families

Please apply if you have one or more of the following:

- Worked in schools supporting children and young people
- Experience working with children and young people in family support work, social work, youth and community work, mentoring, or something similar
- Experience delivering interventions to young people with Special Educational Needs (SEN) and/or Social Emotional and Mental Health Difficulties (SEMH)
- If you have been a teacher with qualified teacher status (QTS)
- A degree or qualification in a relevant field



APPLICATION PROCESS

We prioritise safeguarding at West London Zone. Our recruitment follows strict guidelines outlined in our Safer Recruitment and Selection Policy. **Please read our Safer Recruitment and Selection Policy and complete the online application form.**

Deadline: 10 May 2024 11.59pm.

First Round Interview: Week commencing 13 May in Wigan.

More details will be provided following the invitation to interview.

If you have any questions, please contact our People and Culture Team by email: hr@westlondonzone.org

Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

We are proud to be an employer that puts equity, diversity and inclusion at the core of all that we do, for the benefit of our employees, our partners, and the communities that we work with. We are proud of our diversity and are therefore keen to receive applications from people who may be under-represented in our WLZ community. Please read our EDI statement on our website.

All applicants will be contacted regarding their application status and shortlisted candidates will be interviewed.