



## Antenatal course leader job description

**Employment status:** Self-employed

**Salary:** £500 per course.

This includes approximately 25 hours of work, including:

- Teaching
- Collecting kit, setting up and breakdown time
- Attendee support
- Review meeting
- Course reunion

**Reports to:** Managing Director

The primary role of the course leader is to facilitate and teach New Life class(es), whilst offering a responsive support system to the course attendees.

### Teaching

- Know the course material well enough to teach in a fluent and engaging manner
- Teach the agreed timetable, according to the New Life guidelines set out in the course leaders handbook
- Teach the course material without personal bias or judgement
- Provide and deliver a high quality learning experience that drives word of mouth recommendations
- Be fully prepared for every class, with the relevant props and course materials required
- Set up the function room 30 minutes prior to the class opening, and leave the venue in a clean and tidy manner

Key attributes we look for:

- Confidence
- Good communication skills
- Engaging personality
- Passionate
- Good classroom management skills
- Ability to engage with people from different cultures and backgrounds

### Support

As a course leader it is your responsibility to respond to communications from your course attendees in a timely manner, and in keeping with the New Life code of conduct and policies.

- Be friendly and welcoming to all course participants
- Answer questions via the private class Facebook group for the duration of the course
- Be available for confidential one-to-one support, and refer on to the Directors where appropriate

Key attributes we look for:

- Approachable
- Friendly



- Trustworthy
- Caring and empathetic
- Reliable

#### **Review**

- Carry out the weekly evaluation process end of each session
- Raise any immediate concerns with the Directors in a timely manner
- Be available for a review meeting at the end of each set of classes

#### **Technical requirements and expectations**

- Registered midwife
- FEDANT registered
- Public liability insurance (FEDANT or equivalent)
- Computer literate, with good social media skills
- Keep up-to-date with the latest evidence and policy information for pregnancy, birth and parenthood
- Attend mandatory New Life training days, where applicable

To apply for this position please complete the Online Application form:

<https://www.newlifeclasses.com/course-leader-application-form/>