



## Antenatal course leader job description

**Employment status:** Self-employed

**Salary:** £500 per course.

This includes approximately 25 hours of work per course, including:

- Teaching
- Collecting kit, setting up and breakdown time
- Support of parents attending courses
- Review meeting, where applicable
- Course reunions after babies are born

**Reports to:** Managing Director

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

### Teaching

The New Life antenatal course is seven weeks long, with a reunion after the babies arrive. Each session runs on a weekday evening between 7-9pm. Course leaders are paid to be at the venue between 6.30pm and 9.30pm, this includes setting up the room and tidying up after class. There are six classes per geographical location each year.

- 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 WhatsApp for the duration of the course (until course reunion).



- Be available for confidential one-to-one support, if necessary, and refer on to the Directors where appropriate.

Key attributes we look for:

- Approachable
- Friendly
- Trustworthy
- Caring and empathetic
- Reliable

#### **Review**

- Raise any immediate concerns with the Directors in a timely manner
- Be available for course review meetings, where applicable

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

- Registered midwife – active registration.
- FEDANT registered – renewed annually.
- Public liability insurance (FEDANT or equivalent agreed with MD) – renewed annually.
- Computer literate, owns laptop with up-to-date software.
- Keep up to date with the latest evidence and policy information for pregnancy, birth and parenthood.

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

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