

EPSOM GIRLS GRAMMAR SCHOOL

JOB DESCRIPTION

POSITION: Part time Morning Supervisor
NAME:
RESPONSIBLE TO: Assistant Principal with Responsibility for Epsom House
FUNCTIONAL RELATIONSHIPS WITH: Deputy Principal with responsibility for Epsom House, Epsom House staff and students

Key performance Areas	Expected outcomes and performance indicators	Comments on performance
1. Tasks	<ul style="list-style-type: none"> ▪ To supervise breakfast (as per handbook) but to be flexible to fit in with morning routine. ▪ To do room checks after consulting with House Manager. ▪ To make sure morning duties (see handbook) have been completed in consultation with House Manager and students. ▪ To carry out duties between 6.30am – 10.00 am on a designated day. ▪ To maintain professional boundaries and manner with students and staff at all times. ▪ To manage student behavior effectively through the use of restorative principles. ▪ To follow procedures as set out in the handbook. ▪ To inform students of rules guidelines etc. in accordance with handbook and school policies. ▪ To fulfill the systems of expected behaviour and discipline as directed by the Assistant Principal. ▪ To record any standards of behaviour which fall short of expectations and inform House Manager and Assistant Principal of any incidents. ▪ To plan and work cooperatively with all staff on duty. 	

Date of Job Description: June 2019