**EPSOM GIRLS GRAMMAR SCHOOL**

**JOB DESCRIPTION**

**POSITION: Part time Morning Supervisor**

**NAME:**

**TENURE:**  hours per week

**RESPONSIBLE TO: Director of Epsom House**

**FUNCTIONAL RELATIONSHIPS WITH:**

|  |  |  |
| --- | --- | --- |
| **Key performance Areas** | **Expected outcomes and**  **performance indicators** | **Comments on performance** |
| 1. Tasks | * To supervise breakfast (as per manual) but to be flexible to fit in with morning routine. * To do room checks after consulting with duty Charge Supervisor. * To make sure morning duties (see manual) have been completed in consultation with duty Charge Supervisor and students. * To carry out duties between 6.30am – 10 am, Monday through Thursday. * To maintain professional boundaries and manner with students and staff at all times. * To follow procedures as set out in the manual and 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 Director of Boarding. * To record any standards of behaviour which fall short of expectations and inform Duty Charge Supervisor and Director of Epsom House of any incidents. * To plan and work cooperatively with all staff on duty. |  |

**Date of Job Description: April 2020**