**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:**

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| **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.
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**Date of Job Description: April 2020**