

# EPSOM GIRLS GRAMMAR SCHOOL

## JOB DESCRIPTION

**POSITION:** Part time Morning Supervisor  
**NAME:**  
**HOURS:** Tuesday to Thursday: 6:30am – 10:00am (Term time only)  
**RESPONSIBLE TO:** Director of Boarding 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"><li>▪ To supervise breakfast (as per handbook) but to be flexible to fit in with morning routine.</li><li>▪ To do room and duty checks after consulting with House Manager.</li><li>▪ To make sure morning duties (see handbook) have been completed in consultation with House Manager and students.</li><li>▪ To carry out duties between 6.30am – 10.00 am</li><li>▪ To maintain professional boundaries and manner with students and staff at all times.</li><li>▪ To manage student behavior effectively through the use of restorative principles.</li><li>▪ To follow procedures as set out in the handbook.</li><li>▪ To inform students of rules guidelines etc. in accordance with handbook and school policies.</li><li>▪ To fulfill the systems of expected behaviour and discipline as directed by the Assistant Principal.</li><li>▪ To record any standards of behaviour which fall short of expectations and inform House Manager and Director of any incidents.</li><li>▪ To plan and work cooperatively with all staff on duty.</li></ul>	