**EPSOM GIRLS GRAMMAR SCHOOL**

**JOB DESCRIPTION**

**POSITION: Part time Morning Supervisor**

**NAME:**

**RESPONSIBLE TO: Director of Boarding**

**FUNCTIONAL RELATIONSHIPS WITH:** Deputy Principal with responsibility for Epsom House, Epsom House staff and students

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| **Key performance Areas** | **Expected outcomes and**  **performance indicators** | **Comments on performance** |
| 1. Tasks | * 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 Director of Boarding.. * To record any standards of behaviour which fall short of expectations and inform House Manager and Director of any incidents. * To plan and work cooperatively with all staff on duty. |  |

**Date of Job Description: January 2022**