

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

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 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