

Green Dragon Primary School



Teaching assistant Recruitment Pack

Green Dragon Primary School
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Brentford
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www.greendragonprimary.co.uk



Recruitment Pack contents:

Welcome message
Our school ethos
Job advert
Job description
Person Specification



Welcome Message



Green Dragon Primary School is an established two form entry school, situated on the north bank of the River Thames, close to Kew Bridge. We are an inclusive community school that values and respects the backgrounds of all our pupils and their families.

Our aim is to continually strive to provide the best possible education for all children, equipping them with life-long learning skills ready to face the ever-changing world around them. Our engaging, challenging and creative curriculum and exciting learning environments drive this aim, resulting in our children's love of learning being well established and developed.

We have high expectations of the children, parents and ourselves and this has helped create a learning community where all involved can develop their skills, knowledge and understanding, and strive to achieve well. We are passionate about our broad curriculum and there is a strong emphasis on physical education and school sport, music and the arts.

If you would like to know more about the school, please look at our website www.greendragonprimary.co.uk where you will be able to learn more about our academic and pastoral ethos, our creative curriculum and the range of extra-curricular activities. To have a first-hand experience of the wonderful learning taking place and to get a true feeling of the school, we strongly recommend that you contact the school office to arrange a school tour. We look forward to meeting you soon.

Ms. Butler
Headteacher



Our School Ethos



Our vision is to provide the best possible educational experiences for all children, equipping them with life-long learning skills and Personal Goals, so they are ready to face the ever-changing world around them.

THE COMMUNICATOR

I am a good communicator



The Chameleons



I am adaptable & open-minded

CAPTAIN CONFIDENT



I am confident in my own ability

DOCTOR GLOBAL

I am internationally-minded



The Ambassador



I am an ambassador for the UNCRF

Guardians of All



We are socially responsible & respectful to all

I am ambitious and aspirational



INSPECTOR INQUISITIVE



I am an inquisitive learner who participates

Resilient Robin

I am resilient!



Green Dragon Primary School Teaching Assistant Job Advert



Start date: 1st September 2026

Apply by: Friday 13th March 2026 at midday

Interview date: Wednesday 18th March 2026

Contract: Permanent

Hours: 30 hours per week x 39 weeks per year

Scale: TBC (Dependent on skills and experience)

An exciting opportunity to join Green Dragon Primary School at the heart of the local community in Brentford.

Green Dragon promotes the highest standards for all our children, widening their horizons and raising their aspirations, embracing new technologies and initiatives to fully prepare the children for their future in an ever-changing world.

We are looking for an excellent Teaching Assistant who:

- is able to support high quality teaching and sustain high standards
- has excellent interpersonal skills with pupils, staff and parents
- has an excellent knowledge of early skills in mathematics and English
- is confident with using ICT
- is able to enthuse and inspire children
- can contribute to a passionate, dynamic and hardworking team

Our school:

- has a well-established and supportive senior leadership team
- is committed to supporting continuing professional development
- has an enthusiastic, friendly staff team who are committed to providing an excellent education for our pupils
- has children who thrive in a creative and aspirational learning atmosphere
- has parents and carers who are supportive and ambitious for their children

Within the application pack, you will find the job description. Please address the person specification, your strengths and interests within your application.

Visits to the school are strongly encouraged. Please contact the school office on 020 8568 3971 or email office@greendragon.hounslow.sch.uk to arrange a convenient date and time.

Completed applications should be returned to office@greendragon.hounslow.sch.uk by Friday 13th March 2026 at midday

Please note: Application forms without an accompanying statement as set out in the Job Description and Person Specification will NOT be shortlisted

Green Dragon Primary School is an equal opportunities employer and committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check.



Job Description

Post Title:	Teaching Assistant
Line Manager/s:	Class Teacher/Phase Leader for the Key Stage
Supervisory responsibilities:	None, apart from assisting in work familiarisation of new members of staff or volunteers

Main purpose of the job:

- To work under the guidance of the class teacher and Phase Leader to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To occasionally supervise whole classes during the short-term absence of the class teacher (with appropriate supervision of a teacher, not necessarily based in the class).
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.

Main responsibilities and duties

1. Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils, or to the whole class. Some activities/programmes will require developed knowledge/skills to be applied, e.g. in setting differentiated work according to individual needs or working on specialist programmes
2. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.

4. As required, to prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
5. To work on classroom displays following consultation with the teacher.
6. To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of individual learning plans and other programmes as appropriate.
7. To administer and mark tests and basic homework as required by the class teacher.
8. To maintain an awareness of pupil issues and report these to the class teacher as required.
9. To encourage pupils to interact with others and engage in activities led by the teacher.
10. To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
11. To work with the teacher in the planning of work and activities as appropriate.
12. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
13. To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
14. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. To assist with the supervision of pupils out of lesson time, as necessary for their safety.

16. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
17. To attend relevant meetings and participate in training opportunities and performance development as required.
18. To undertake any other broadly analogous duties.



Person Specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Either strong academic record including maths and English grade C (or equivalent) or better, or evidence of qualifications at a Level 2 	<ul style="list-style-type: none"> • First Aid qualifications • Level 3
Experience	<ul style="list-style-type: none"> • Excellent literacy knowledge and skills • Excellent mathematical skills • Experience in working in an education setting • Experience of working with pupils with SEND and EAL 	<ul style="list-style-type: none"> • Experience of working with external SEN professionals such as advisory teachers, SaLT and OTS • Running intervention programmes including phonics • Experience of working in KS1 and KS2
Skills	<ul style="list-style-type: none"> • Enjoyment of working with children • Ability to have a good rapport with children • Excellent knowledge of early skills in mathematics and English • Ability to work and manage children with challenging needs- EAL and SEND • Confidence in using ICT • The ability to enthuse and inspire all children in the environment • Excellent interpersonal skills with pupils, staff and parents • Work as a team player • Flexibility to cover small groups and variety of tasks as necessary • Confidentiality and sensitivity • Hardworking, flexible and motivated • Positive attitude 	<ul style="list-style-type: none"> • Ability and experience in working with parents • Experience in delivering a range of intervention programmes
Other	<ul style="list-style-type: none"> • Willingness and ability to undertake duties at lunchtime 	