

Ms Andrea King
Address Line 1
Address Line 2
AB10

14 May 2020

Headmaster / Headmistress
Address Line 1
Address Line 2
Post Code

REF: Teaching Assistant Opportunities

Dear <Name>,

I am an experienced, well-qualified Teaching Assistant who has just moved to the area. Having researched local schools, <School Name> is one that repeatedly comes up as being well-respected by both students and parents for its strong ethos and values. I am particularly impressed by your teaching styles which aim to ensure children are provided with every opportunity to achieve their potential. As such, I am writing to establish whether you have any opportunities and I attach my CV for your perusal.

I am educated to degree level with a Level 3 Teaching Assistant diploma and a Level 5 teaching qualification for post 16 and adults. My most recent experience has been working as a Teaching Assistant across both KS1 and KS2 at an independent school in Somerset. My role has involved working closely with teachers to provide appropriate resource for lessons and effective delivery of the curriculum. My most recent achievements include:

- Successfully helped weaker pupils advance their reading capabilities in a fun, encouraging way, which allowed them to progress quickly through the reading scheme and catch up with classmates.
- Created a simple, effective library system from scratch which accurately catalogued, allocated and classified all books.
- Devised an easy to follow system to cater for the new reading scheme purchased for the infants which allowed children to track their advancement.

In addition, I re-organised and wrote new Risk Assessments for the school. Moreover, I attended several residential trips where I provided support to children dealing with complex problems that arose whilst away.

I am well-liked by children and have strong interpersonal skills, which allow me to engage easily with them to help them achieve their goals and targets. As a team player, I am happy to take on tasks that fall outside my remit and I enjoy learning new things.

Whilst you may not have an opportunity at present, please consider the value I could bring to your <School Name>. I would welcome the opportunity to discuss my application further and I look forward to hearing from you.

Yours sincerely,

Ms Andrea King

Enc CV