

PERSONAL DETAILS

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West Park Primary School

Gavin Walker
Merton Lane 5
Harrogate, HG1 9BX

London, UK, 4 November 2022

Re: Application for the position of **Teaching Assistant**

Dear Mr. Walker,

I learned about the opportunity for a teaching assistant position at your school through a friend whose child is at West Park Primary School. After thoroughly exploring your school's website and immersing myself in your mission statement, I am convinced I can make a meaningful contribution to your institution.

As a self-reliant and proactive teaching assistant, I consistently maintain an organised and orderly classroom, which has proven to enhance students' ability to concentrate and learn effectively. In 2017, I earned my Level 2 Certificate in Supporting Teaching and Learning in Schools from Lambeth College. Subsequently, I gained valuable experience as a teaching assistant at Whitley Memorial Primary School in Otley, where I provided crucial support to teaching staff in grades 1-3.

I place a high priority on clear and respectful communication with parents, recognising its significance in fostering a positive learning environment. I am eager to embrace the challenge of a full-time teaching assistant role at your primary school and would welcome the opportunity to discuss my knowledge and skills in more detail during an interview. I have attached my CV for your reference.

I look forward to hearing from you.

Kind regards,
Katherine Harper
Attached: CV