

PERSONAL DETAILS

Name

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West Park Primary School

Gavin Walker

Merton Lane 5

Harrogate, HG1 9BX

Harrogate, 7 June 2026

Dear Mr Walker,

A friend whose child attends your school alerted me to your post on ed-jobs.co.uk advertising the position of teaching assistant. After studying your website and reading your mission statement, I am convinced that I would be an asset to your school and enjoy working there. I believe, as you do, that we should all learn to learn together, so the multicultural character of West Park Primary appeals to me.

I gained my Level 2 Certificate in Supporting Teaching and Learning in Schools from Lambeth College in 2017. After completing my education, I worked as a teaching assistant at Whitley Memorial Primary School in Otley, providing support to teaching staff in years 1-3. I also regularly supervised pupils, both individually and in groups.

Clear communication with parents is very important to me, and I always do this respectfully and appropriately. Whenever possible, I take a flexible approach that will strengthen and nurture trusting relationships with pupils. I am a self-reliant and proactive teaching assistant, and I ensure that my classroom is well-organised and tidy, which has a positive effect on pupils' ability to focus.

I would love to take on the challenge of working full-time as a teaching assistant at your primary school and would be delighted to be able to tell you more about my knowledge and skills in an interview. You will find my CV attached.

I look forward to your response.

Kind regards,

Katherine Harper