

Kerry Walsh

Bristol | kerry.walsh@example.com | 07700 900216

5 October 2026

Mrs Claire Fenton
Headteacher
Brookfield Lane Primary School
Brookfield Lane
Bristol BS7 9PR

Dear Mrs Fenton

Application for Teaching Assistant (Level 2), Key Stage 1

I am applying for the Level 2 Teaching Assistant post in Key Stage 1 at Brookfield Lane Primary School. Each week I volunteer as a reading helper at Harnwood Primary School, and I am studying for the Level 2 Certificate in Supporting Teaching and Learning, which I finish in March 2027.

At Harnwood I listen to Year 2 pupils read and note their progress for the class teacher, so the teacher can see who needs more practice. On Saturdays I coach an under-9s football team, which has taught me how quickly a group of young children loses focus and how to win it back.

In ten years at Greenway Supermarket I have trained new staff one step at a time, checking each task before they work alone, and I deal with upset customers calmly. Both carry straight into supporting a child who is stuck or frustrated. I completed safeguarding training for volunteers in 2025 and know to report any concern about a child to the designated safeguarding lead without delay.

I had an enhanced DBS check in 2025 for my volunteer role, and I am available for term-time work, Monday to Friday. My CV is attached, and the class teacher I volunteer with has agreed to be a referee. Thank you for considering my application.

Yours sincerely

Kerry Walsh