

Zara Ahmed

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Ms Helen Ward
Headteacher
Oakfield Primary School
Oakfield Lane
Leeds LS6 3QT

Dear Ms Ward

Application for Teaching Assistant (Level 3), Key Stage 1

I am applying for the Level 3 Teaching Assistant post in Key Stage 1 at Oakfield Primary School. I have three years' experience in Key Stage 1 and 2 classrooms, running phonics groups and supporting pupils with special educational needs.

Each morning at Wrenfield Primary I run 20-minute phonics catch-up sessions for six Year 1 pupils, following the school's scheme, and record their reading progress for the class teacher. I also support a Year 4 pupil with an EHCP for 20 hours a week, using the visual timetable and movement breaks we agreed with the SENCo and the family.

Your website describes the reading recovery work in your Key Stage 1 classes, and I would value being part of it. I follow safeguarding procedures closely and have read Part one of Keeping Children Safe in Education 2026.

I hold an enhanced DBS certificate on the Update Service. My CV is attached and I would be glad to come in for a visit or a lesson observation. Thank you for your time.

Yours sincerely

Zara Ahmed