

Zara Ahmed

Teaching Assistant

Leeds | 07700 900215 | zara.ahmed@example.com

Profile

Teaching assistant with three years in Key Stage 1 and 2 classrooms. Runs daily phonics catch-up groups and gives one-to-one support to a pupil with an education, health and care plan (EHCP). Follows the school's behaviour and safeguarding procedures and keeps clear progress notes for teachers and the SENCo. Looking for a permanent post in a primary school.

Employment

Teaching Assistant (Level 3) | Wrenfield Primary School, Leeds | September 2023–present

- Run 20-minute phonics catch-up sessions each morning for six Year 1 pupils, following the school's phonics scheme.
- Support a Year 4 pupil with an EHCP for 20 hours a week, using the visual timetable and movement breaks agreed with the SENCo and parents.
- Supervise the class for planned activities when the teacher is out of the room, working from the teacher's plans.
- Record reading progress on the school's tracking system and raise pupils who are falling behind at weekly planning meetings.
- Report safeguarding concerns to the designated safeguarding lead on the same day.

Midday Supervisor | Wrenfield Primary School, Leeds | January 2022–August 2023

- Supervised lunchtime play for up to 90 Key Stage 2 pupils and settled disagreements using the school's restorative questions.
- Gave first aid for minor injuries and recorded each one in the accident book.

Sales Assistant | Northgate Home Store, Leeds | 2018–2021

Qualifications and training

- Level 3 Certificate in Supporting Teaching and Learning (2024)
- Paediatric First Aid, 12-hour course (2025)
- Annual safeguarding training; read Keeping Children Safe in Education 2026, Part one (September 2026)
- Seven GCSEs at grades 9 to 4, including English Language 6 and Mathematics 5, Kirkfield High School, Leeds (2017)

Skills

- Phonics and early reading support
- Small-group and one-to-one interventions
- Calm, consistent behaviour support
- Basic Makaton signing
- Google Classroom, Microsoft Word and pupil tracking software

Additional information

Enhanced DBS certificate for work with children, on the DBS Update Service. References from the headteacher and class teacher available on request.