



The  
**Oakwood  
Academy**

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Headteacher: Mr A Gilbert

Executive Headteacher: Mr T Croft

May 2022

Dear Colleague

**SEN Teaching Assistant**

Thank you for your interest in our recent advertisement for the above position at The Oakwood Academy. I have pleasure in enclosing details.

We are looking to appoint an experienced teaching assistant to provide individual and classroom support to promote individual students' progress in numeracy and literacy.

If you would like to apply for the post, please send your letter of application to by post to HR, Central Offices, William Lee Centre, Flatts Lane, Calverton, Nottingham, NG14 6JZ or to [hr@theredhillacademy.org.uk](mailto:hr@theredhillacademy.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday 20<sup>th</sup> May 2022. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications, we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me, please assume, on this occasion, your application has not been successful.

Finally, I would like to thank you for your interest in The Oakwood Academy and look forward to receiving your application.

Yours sincerely

Ms A Mason  
Operations Manager