19th August 2025

Dear Prospective Candidate

Thank you for your interest in the post of Teaching Assistant. We wish to appoint an **enthusiastic, highly motivated, caring and committed** Teaching Assistant, to join our dedicated and hardworking team. The post is **permanent, full time, term-time only, at 27.5 hours per week**.

Applicants should have good Literacy and Numeracy skills, be effective communicators and have excellent organisational skills. Experience of working across Key Stage 1 and Key Stage 2 is preferred. Otley All Saints CE Primary School is committed to the professional development of all staff.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. We promote diversity and want a workforce which reflects the population of Leeds.

Otley All Saints CE Primary School offers an excellent environment, with well-motivated pupils and supportive parents and governors. A flavour of the school can be gained from our website, and visits from those interested in the post are also warmly encouraged.

I hope that you will consider completing an application. This should be returned to me at the school by **Thursday 4th September 2025, 12pm.**

I look forward to hearing from you.

Yours sincerely,

**Luisa Di Palma-Heath**

(Headteacher)