

Priya Kaur

Teaching Assistant

41 Stratford Road, Birmingham B11 1AR
priya.kaur@gmail.com
+44 7481 332 907

March 23, 2026

Mrs Claire Burton

King Edward VI Handsworth School

Dear Mrs Burton,

I am writing to apply for the Teaching Assistant position at King Edward VI Handsworth School. I have been working as a TA at Ladypool Primary since January, supporting Key Stage 1 classes with a particular focus on phonics interventions, and I am looking to bring my skills to a secondary school setting where I can support a wider range of learners.

At Ladypool Primary, I deliver daily phonics interventions to a group of six Year 1 pupils using the Letters and Sounds programme. Four have now caught up to age-related expectations after eight weeks. I also support two pupils with EHCPs on the autism spectrum, adapting activities and managing sensory breaks throughout the day. I prepare classroom resources for three class teachers and supervise 90 KS1 pupils during lunch and break times. Before starting at Ladypool, I volunteered two days per week at Greet Primary School, where I listened to 12 children read daily, supported lessons in art, science, and maths, and helped the class teacher during an Ofsted inspection.

I am currently studying for my Level 3 Certificate in Supporting Teaching and Learning and hold a Paediatric First Aid qualification and Safeguarding Level 1. I understand that secondary-age pupils bring different challenges, and I am looking forward to developing my skills in a school with King Edward VI Handsworth's high expectations and strong pastoral care.

Sincerely,

Priya Kaur