**Example speculative application covering letter**

Nicola Simpson

60 High Street

Sheffield

S22 4ZZ

Today’s date

Mr Jermaine Jones

Headteacher

St Ann’s Primary School

Main Road

Sheffield

S1 1TJ

Dear Mr Jones

**Teaching Assistant opportunities in your school**

I am writing to ask if you have any vacancies for a Teaching Assistant within your school, particularly working with children with complex learning and behavioural needs.

St Ann’s has a fine reputation for supporting children with learning difficulties. Your recent Ofsted report states that your designated unit for pupils with Autism spectrum disorders has a strong pool of Teaching Assistants who provide support. I believe I can make a valuable contribution to this team while continuing to develop my own skills and knowledge.

I have recently undertaken voluntary work in my local Sure Start centre working with children up to the age of five. I found the most rewarding aspect of this role was to be able to work one to one with children with challenging behaviour. I have a good understanding of the role of a Teaching Assistant and am happy to undertake any job related training or induction programme.

Please find a copy of my CV enclosed. I would be happy to discuss my application further at a time convenient to you either in person or by telephone. If you do not have any current vacancies, I would be very grateful it if you could place my details on file and contact me if any suitable vacancies should arise in the future.

Yours sincerely

Nicola Simpson