



Trust Shared Services  
William Lee Centre  
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Nottingham, NG14 6JZ  
Telephone: 0115 9653496  
Email: [askfinance@rhat.org.uk](mailto:askfinance@rhat.org.uk)

April 2019

Dear Applicant

## Teaching Assistant

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

The Trust is looking to appoint an experienced teaching assistant who will offer classroom, individual, behavioural and administrative support. Your knowledge of the Special Needs Code of Practice will help you to understand and empathise with students who experience difficulty with school life for a number of reasons.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday 24 May 2019. 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 within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Sally Jackson  
Head of Provision