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Early Years Teaching Assistant – September 2026

Dear Applicant,

Thank you for your interest in the *Early Years Teaching Assistant* vacancy at Hollyfast Primary School. I am delighted that you have taken the time to find out more about our school and this exciting opportunity. This letter provides an overview of our school context, along with further information about the role.

Information About Our School

Hollyfast Primary School is a three-form entry primary school located in the Coundon area of Coventry. We are delighted to be expanding our Nursery provision and are seeking enthusiastic and committed Teaching Assistants to join our Early Years team. This is an exciting opportunity to support young children at a vital stage of their development within a nurturing, inclusive, and stimulating environment. We are looking for caring and proactive individuals who are passionate about early childhood education and dedicated to helping every child thrive.

Despite our scale, Hollyfast retains a genuine family feel, which we consider one of our greatest strengths. Staff and pupils alike experience a strong sense of belonging and demonstrate exceptional levels of care, respect and support for one another.

I began my role as Headteacher in January 2022 and feel truly privileged to lead such a thriving and caring school. Since my arrival, Hollyfast has undergone significant and positive change. Supported by a dedicated and talented team, we are on an exciting transformational journey. Following our highly positive Ofsted inspection in September 2023, we are confidently looking ahead to an even brighter future.

“This is a time of exciting change at Hollyfast Primary. A new curriculum and a sense of enthusiasm enrich the life of this community. Every day, happy pupils thrive, surrounded by kindness and care. This is a school that is committed to getting it right for pupils.”

Ofsted, September 2023

“Mutual respect and positive relationships permeate all classes and behaviour is calm and purposeful across the school.”

Ofsted, September 2023

Our vision and values are central to everything we do. They underpin all aspects of school life and create a positive, nurturing learning environment for pupils and staff. We are deeply committed to wellbeing and follow a staff *Wellbeing Charter* that recognises ‘time’ and ‘space’ as the greatest gifts we can offer our team. I encourage you to review the charter included in the application pack.

Additional Information About the Role

We are seeking an inspirational, positive and passionate Teaching Assistant to play a key role in the continued development of Hollyfast Primary School. As our school grows, we are keen to welcome someone whose values and vision align closely with our own.

The successful candidate will be a highly valued member of our team. We are committed to nurturing talent and supporting professional growth through bespoke training and development opportunities. Full details of the role and our expectations can be found in the Job Description and Person Specification.

We strongly encourage prospective applicants to arrange a visit to our school. This is a valuable opportunity to meet members of the leadership team, experience our welcoming environment first-hand, and gain a deeper understanding of what makes Hollyfast such a special place to work.

I very much look forward to appointing an Early Years Teaching Assistant who will work alongside myself and our team as we continue our exciting journey forward.

Yours faithfully,

Mr Watson
Headteacher



AIM high, GROW within and REACH beyond the stars

