



Colleen Ward Headteacher  
Coquet Park First School  
The Links  
Whitley Bay  
NE26 1TQ

Tel (0191) 814 3340

15 June 2021

Dear Applicant,

**Post of Teaching Support Assistant 1:1 support and general duties when required.**

**Term Time only fixed term contract until 31 August 2022**

**Key Stage 1**

**5 days per week**

**9:00 a.m. - 3:00 p.m. Monday, Tuesday and Wednesday**

**9:00 a.m. - 12:30 p.m. Thursday and Friday**

Thank you for your enquiry relating to the above post at this school. Coquet Park is a one form entry First School situated on the coast at Whitley Bay.

You will work with a dedicated, enthusiastic team to ensure all the children thrive in a caring environment. You will be involved in the full life of the school.

When applying the Governors and I are most interested in your training and experience, why you would like the post and what you have to offer the school.

Please read the Job Outline and Person Specification before completing the application form. Please ensure email addresses for references are also included.

If word processed, please use a minimum font size 12.

Completed applications should be returned to school by 5 July 2021. Interviews will take place in school during week beginning 12 July 2021.

Please email completed applications for the attention of the Headteacher to [enquiries@coquetparkfirst.org.uk](mailto:enquiries@coquetparkfirst.org.uk)

I look forward to receiving your application.

Yours sincerely,

Colleen Ward

Headteacher