



L2 Supporting Teaching and Learning in Schools

Email template for placement requests

When approaching schools to request placements, remember to be professional and polite. Feel free to copy the wording below but make sure you edit or delete the text in square brackets [square brackets look like this].

Good [morning/afternoon]

I have recently applied to join the L2 Supporting Teaching and Learning in Schools course which is being offered through the Skills and Employment Hub in [Ellesmere Port/Northwich/Winsford]. I am keen to develop my skills working with children and young people in education and can offer support in the role of teaching assistant.

As part of the course I need to arrange a placement at a school and I would like this to be at [name of school]. I will be available to work for a minimum of 12 hours per week from September [2025]-July [2026]. The placement can be with any year group.

The course requires me to have a mentor to supervise and support me throughout the year. This would involve providing me with feedback and guidance. There would be an opportunity for my tutor (Emma Cawley) to meet with them during the spring term. Emma is a tutor for the Cheshire West and Chester Council Skills and Employment team and is a trained primary school teacher. If you have any queries, please email emma.cawley@cheshirewestandchester.gov.uk.

I would be very grateful for the opportunity to work at [name of school]. Please let me know if you are able to offer me a placement.

Kind regards