

# Anaclayto Springfield

## PROFESSIONAL PROFILE

Qualified and trained Academic with over 25 years' local and international experience: South Africa, London, Denmark, Nigeria, Myanmar and Botswana. This included facilitation, teaching and management, coaching as well as serving as an SLT member, covering the spectrum from secondary school up to business school. My specialist subjects are English and History.

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9A Hospital Street  
Montagu  
Western Cape  
South Africa

## KEY SKILLS

Leadership Development

Training and Development

Facilitation

Assessment and Moderation

Project Management

Effective Communication

Conflict Management

Time Management

Health and Safety

## EDUCATION

### Bachelor of Arts (Psychology and Education)

UNIVERSITY OF SOUTH AFRICA

South Africa

1995-1999

### International Post Graduate Certificate in Education

UNIVERSITY OF COPENHAGEN,

Denmark

1997-1998

### Higher Diploma in Education

RAND COLLEGE OF EDUCATION

South Africa

1985-1988

## WORK EXPERIENCE

### HEAD OF PRIMARY SCHOOL

#### Gaborone International School: April 2022 - April 2023

An independent private school in Gaborone with 1300 pupils. The school followed the national primary curriculum (PSLE).

#### DUTIES AND RESPONSIBILITIES

- Responsible for the daily running of the primary school
- Managing the 75 staff members i.r.o academic outcomes and KPI's
- Facilitation of the Continuous Professional Development programme
- Ensuring timely composition and moderation of class tests and internal examinations
- Overseeing staff wellness and staff activities
- Managing staff and student excursions

Reason for leaving: School unable to secure residential permit.

### FOUNDING HEAD TEACHER – (Remote, due to COVID)

#### Government College Umuahia: Lagos: January 2021 – December 2021

An independent, international, private boarding school for 750 pupils. GCU utilised a mixed curriculum, West African Examination Council (WAEC) as well as SATS, and IGCSE.

#### DUTIES AND REPOSIBILITIES

- Overseeing the re-establishment of the College by the Old Boys, into a fully-fledged international school, fully funded by the Alumni.
- Recruitment of Academic staff
- Development of policies, procedures, and job descriptions (staff handbook, codes of conduct, admission policy, staff onboarding, etc)

**Diploma in International Trade Management**

ITM Sweden

2005

**TEFL TEACHER**

TEFL 360 UK

2019

**EXECOACH**

Assessor Training

2023

**NOSA**

Health and Safety Incident Investigation

Introduction to SAMTRAC

2012-2013

- Implementation and development of an integrated British (IGCSE)/Nigerian (WAEC) curriculum.
- Setting up and coordination of online, entrance examination assessments via GL Assessments.
- Conducting all prospective pupil/parent interviews.
- Screened all prospective applicants, conducted a 3-step selection programme, culminating in a Board interview for successful applicants

Reason for leaving: Contract cancelled due to COVID.

**HEAD OF DEPARTMENT**

**21st Century Skills: South Africa: July 2018 – December 2020**

Government sponsored programme for unemployed youth, with and without a grade 12 certificate. 800 plus people on the programme.

**DUTIES AND RESPONSIBILITIES**

- Teaching English First and Second language – 15-to-18-year-olds.
- Coordination and Training SA-SAMS (School Administration and Management System)
- Supervising the payment of stipends to participants
- Organised and conducted monthly feedback and assessment sessions
- Supervised collection and control of time sheets
- Conducted monthly site visits
- Training and Development of unemployed youth
- Life Skills Training – CV development and interview skills
- Project Management

Reason for leaving: End of contract

**FOUNDING HEAD TEACHER**

**Capital Science Academy Primary School: Abuja: September 2016 – June 2018**

Established a primary school for 350 pupils in Abuja. Took it from a greenfield project to a fully functioning school. CSA-PS followed the IPYP curriculum which was blended with the local Nigerian primary school curriculum.

**DUTIES AND RESPONSIBILITIES**

- Set up primary school infrastructure, physical and academic
- Development of policies, procedures, and job descriptions (staff handbook, codes of conduct, admission policy, staff onboarding, etc)
- Budgeting for the project
- Prepared curriculum, purchased all educational resources
- Recruited, interviewed, and developed teaching and non-teaching staff
- Implemented a staff CPD programme
- Conducted onboarding and induction programme for staff

- Budgeting, Sales and Marketing of school
- Attended educational expos to market the school
- Group Board Secretary

Reason for leaving: Family emergency, Dad fell ill and passed away.

#### **VICE PRINCIPAL - ACADEMICS**

##### **Capital Science Academy Secondary School: Abuja: September 2015 – August 2016**

A private, international co-ed boarding school for 1000 pupils. CSA followed the WAEC curriculum as well as SATS, IELTS and IGCSE.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for developing and maintaining academic excellence
- Conducted ongoing teacher training and development
- Conducted announced and unannounced classroom observations
- Developed a CPD programme for academic staff,
- Supervised internal and external examinations, maintained examination integrity
- Supervision of pastoral duties (study hall, clubs, open days, and parent visitation days)
- Organised international, intercultural trip to SA for the year 8's
- Chairman of the SLT Academic Committee
- Implemented a robust, bottom-up staff feedback and evaluation programme
- Group Board Secretary

Promoted to Founding Head Teacher for the CSA primary school

#### **PRINCIPAL**

##### **North American International School: South Africa: July 2014 – August 2015**

A co-educational school for diplomats' children, from pre-school to grade 12. NAIS followed an American curriculum. The school roll fluctuated between 250 and 300 pupils due to relocation of ambassadors and embassy staff.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for day to day running of the school from Grade 0 to Grade 12
- Supervised the preparation of pupils for the SAT and AP examinations
- Budgeting, Sales and Marketing
- Staff training and development, implemented ongoing, points based CPD programme
- Implemented a weekly staff 'TED TALKS' programme
- Maintained high levels of security
- Maintained excellent relationships with international parents and ambassadors

Reason for leaving: international opportunity in Nigeria

## **TEACHER**

### **Eagle House Private School: South Africa: January 2011 – June 2014**

An exclusive private, secondary school with a low teacher to pupil ratio for maximum impact. (150 pupils) Teaching and learning was tailor made to accommodate various needs, from SEN to professional sports people.

#### **DUTIES AND RESPONSIBILITIES**

- Grade 8 to 12
- Subjects: English First language and Tourism

Reason for leaving: Career advancement

## **SALES REPRESENTATIVE (HSE Rep)**

### **First Energy: South Africa: January 2004 – December 2010**

#### **DUTIES AND RESPONSIBILITIES**

- Sales and marketing of pest control products and solutions
- Health and Safety officer
- Staff training and Development
- Facilitation and assessment of in house training programmes

Reason for leaving: Returned to the teaching profession

## **SECONDARY SCHOOL ENGLISH TEACHER (GCSE)**

### **Holloway School: London: August 2001 – December 2003**

A boy's school which then became co-educational, 650 pupils. Holloway followed the English National Curriculum.

#### **DUTIES AND RESPONSIBILITIES**

- English teacher for Year 10 and 11
- Homeroom Teacher
- Football Coach (Winner of Holloway Cup)

Reason for leaving: end of contract, visa expired

## **HEAD OF DEPARTMENT – SENIOR LEADERSHIP TEAM**

### **Silver Oaks Senior Secondary School: South Africa: January 1989 – July 2001**

A co-educational GDE government school on the West Rand for 1200 pupils.

#### **DUTIES AND RESPONSIBILITIES**

- English 1<sup>st</sup> and 2<sup>nd</sup> Language Teacher, grade 8 to 12
- Appointed as English HOD
- Member of the HSE team, monitored playground duty roster
- SMT Member
- Sports Master
- Member of the extracurricular, fund raising, planning committee

- Selected for 1-year Danish Scholarship 1997-1998
- Organised a highly successful, intercultural exchange programme between Denmark and South Africa, for a group of staff and pupils.

Reason for leaving: International appointment at Holloway School

**EXTRA MURAL ACTIVITIES**

- Football
- Golf
- Trail running
- Hiking

**REFEREE DETAILS:**

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