



Tony Potts

To whom it may concern,

I have spent just over twenty years in a number of roles, working as a Primary Assistant Principal, Director of Digital Learning, Program Leader, Tech Integration Specialist and teacher.

As part of the Primary Leadership Team for the last four years at the American International School of Lusaka (AISL), I have had substantial insight into the role of the Principal. The team have been invaluable mentors and together we have grown, developed and consolidated our practices. I have come to understand the importance of structure, systems and clear expectations in order to ensure a high-functioning school. It is also of paramount importance to have a clear vision for the direction of the school - a common vision that all stakeholders understand and believe in. Students, parents, teachers, faculty and staff are all crucial in fulfilling that vision and the principals are instrumental in bridging the vision across the different sections of a school to provide a cohesive, whole-school dynamic.

I pride myself in having a positive working relationship with all staff at the school including the administrative team, technicians, support staff and, of course, teachers. Being a problem solver and having strong communication skills are essential when working with parents, students, faculty and staff. Getting to know the people you work with is imperative in providing the foundation on which deeper relationships can be built. Being present to support families through their educational experience, and the responsibilities that come with it, is immensely important. My colleagues have expressed that I am a thoughtful listener who is approachable and helpful and I understand how important ownership and voice is to all members of the community.

As a member of the Senior Leadership Team in the role of Preschool to Grade 12 Director of Digital Learning at GEMS World Academy, I was continuously supporting, advising and training 180 teachers, staff and leaders, almost 2000 students and their parents. The role involved coordinating teacher Professional Development, overseeing a substantial budget, creating schedules for both Primary and Secondary, managing student information systems and developing a whole school Digital Citizenship program. I was also the GEMS ICT Network Leader, coordinating and developing the use of technology in education in over 20 GEMS schools, regularly providing workshops and advice to multiple schools as well as leading meetings on best practices, developmentally appropriate activities, curriculum development, pedagogy and assessment.

I have always been interested in developing the 'whole school' approach. As the Primary Assistant Principal and as part of the Senior Leadership Team, I like to participate in events across the entire school and I have a genuine interest in how any school that I work in is growing and developing as a whole. Through the global pandemic, all of us have had to deal with unprecedented challenges but it has also provided the impetus for discussions around necessary change in education. There has been no option but to embrace the use of technology in the physical and virtual classroom and I look forward to engaging in these discussions and actions moving forward. I believe I have sufficient hands-on experience to help support and guide a cohesive program. As anyone who has worked with me already knows, working in education is not a job for me but a passion, which I love sharing with others.

Kind Regards,

Tony Potts



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## CONTACT

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## EDUCATION

**Master of Arts in Educational Leadership**  
University of Roehampton  
2016 - 2019

**BEd Primary Honours Degree**  
Exeter University  
1995 - 1999

## PRINCIPAL TRAINING CENTER

- 2015 - 2017
- Leadership and Team Dynamics
  - Instructional Supervision & Evaluation
  - Curriculum Leadership
  - Finance in the International School

*I am an Assistant Principal working alongside students, teachers and parents in both elementary and secondary school. I am a passionate PYP and MYP trained teacher of 21 years with extensive, hands-on experience with 3 year olds right through to graduates. I am an approachable and enthusiastic community builder who loves to find ways to streamline workflows and give time back to why we do what we do - ensuring that the children in our care are happy, confident and principled independent learners ready to take on the world.*

## EXPERIENCE

### American International School of Lusaka

#### Primary Assistant Principal: Technology and Innovation & Whole School Technology Integration Specialist

- 2016 - Present
- Created & managed multiple systems including ManageBac, OpenApply & GSuite to improve workflow
  - Developed an internal Student Support Services tracking system using Google Sheets
  - Provided support for students, teachers, faculty and staff across all sections of the school
  - Created, developed & maintained entire school website using Weebly
  - Introduced the OpenApply admissions system to manage student information
  - Refined and administered TA & Teacher appraisal process
  - Led a variety of teacher, parent and student development sessions
  - Worked to improve data collection and analysis and created a visual 'student profile interface' using DataStudio to track student progress
  - Merit Scholars committee member
  - Coordinated & led a comprehensive new hire orientation

#### MYP Design Teacher, Tech Integration Specialist & iPad Coach

- 2014 - 2016
- Whole school ManageBac Coordinator
  - Developed & launched Digital Citizenship Program for students, teachers & parents
  - Set up student, parent & staff portals using Google Sites for ease of access to resources and links
  - Led several whole school parent, teacher & student workshops
  - Created the iPad Appflow in both the PYP and MYP
  - Consolidated & developed a user-friendly internal Student Information Platform

### GEMS World Academy: Dubai

#### PreK-12 Director of Digital Learning, ICT Teacher & Integration Specialist

- 2011 - 2014
- Coordinated the GEMS ICT Network as a leader across 20+ schools
  - Digital Citizenship Program Leader
  - Developed the creation of centralised resource bank for students, teachers & parent
  - Creative teaching grant: iPad implementation and app development
  - Research Paper: Looking to the Future: Incorporating Digi-Learning into EC Education
  - Facilitated GEMS Network Training & Professional Development
  - Chaired CIS Committee
  - Managed the \$2m PreK-12 ICT budget & ordering process



*Professional Website*

## PROGRAMS and SYSTEMS

- ManageBac
- OpenApply
- Google Suite
- Weebly
- Adobe Creative Suite
- Seesaw
- Readers & Writers Workshop
- NZ Math Framework
- Words Their Way
- Fountas and Pinnell
- MAP Growth

## STRENGTHS & SKILLS

- Interpersonal skills
- Leadership skills
- Communication skills
- Team player
- Approachable
- Enthusiastic
- Reliable
- Problem solver
- Technology skills
- Systematic approach
- Positive approach
- Website design
- Sense of humour

## INTERESTS

- Sports
- Camping
- Skiing
- Scuba Diving
- Exploring
- Family
- Traveling
- Off Roading

## EXPERIENCE (continued)

### GEMS World Academy: Dubai

**Grade 5 Teacher**

2008 - 2011

- Founding faculty member of a new flagship IB World School
- Program/Team Leader
- Digital Portfolio Committee
- Accreditation Committee chair
- Varsity Girls Football coach

### International School Manila

**Grade 5 Teacher**

2003 - 2008

- Program/Team Leader
- Coordinated grade-wide overnight trips for over 120 students
- IT Expo Leader
- Coordinated laptop implementation trials
- Developed a consistent approach to Digital Portfolios in primary
- Accreditation Committee member
- Varsity Girls Football coach & Varsity Boys Badminton Coach
- Social Committee Chair

### Jenny Hammond Primary School, London

**Yr 3/5/6 Teacher**

2000 - 2003

- Member of Parent Teacher Association
- PE Coordinator
- Successfully applied for National Lottery sports equipment grant
- Teacher advocate for at-risk students
- ICT Coordinator

### Chaucer Primary School, Plymouth

**Year 5 Teacher (NQT year)**

1999 - 2000

- Supported the coordination of trips
- PE Coordinator
- Football coach
- Teacher Representative for Board of Governors

## KEY PROFESSIONAL DEVELOPMENT ATTENDED

- Implementing the Reggio Emilia Philosophy in the Early Years
- CIS Self Study Training
- Making Thinking Visible and creating a Culture of Thinking
- Adaptive Schools Foundation
- Cognitive Coaching (part 1 & 2))
- NWEA Professional Development (MAP)
- Leading Edge Online & Blended Certification
- Inquiry & Assessment using backwards by design
- Evidencing Learning (Cat. 2)
- Pedagogical Leadership (Cat. 2)
- DP Theory of Knowledge (Cat. 2)
- MYP: Global Contexts (Cat. 3)
- MYP Design (Cat. 2 - online)
- ICT in the PYP (Cat. 2)
- The PYP Exhibition (Cat. 2)
- Assessment in the PYP (Cat. 2)

## KEY PROFESSIONAL DEVELOPMENT FACILITATED

- Supporting Distance Learning (teacher training)
- Supporting Distance Learning (for families)
- System streamlining in the workplace
- ISAZ Presenter & Keynote Speaker ([goo.gl/Ez8MF7](http://goo.gl/Ez8MF7))
- Learning 2.015 - iPad Appflow ([goo.gl/JV3iVC](http://goo.gl/JV3iVC))
- Digital Citizenship Program ([goo.gl/1AisAe](http://goo.gl/1AisAe))
- Online Collaboration with Students ([goo.gl/6bzecq](http://goo.gl/6bzecq))
- Blogging for Beginners – Using Weebly ([pottology.weebly.com](http://pottology.weebly.com))
- MEIBA Conference ([goo.gl/IUIxq](http://goo.gl/IUIxq))
- TEDx Winchester Teachers ([goo.gl/oqCoo](http://goo.gl/oqCoo))
- Web 2.0 Tools for the Classroom ([pottology.weebly.com](http://pottology.weebly.com))