

TEACHERS SERVICE COMMISSION



CAREER PROGRESSION GUIDELINES FOR TEACHERS

2017

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FOREWARD

These Career Progression Guidelines have been developed to guide the career growth of teachers in the employment of the Commission. They are to guide the recruitment, retention, development, training and promotion of teachers to ensure they meet the set standards.

Potential employees and teachers in service will know well in advance what they require to join the service and progress in their careers. The guidelines further outline the skills and competences necessary for advancement in the profession.

The Guidelines replace the Schemes of Service for the Teaching Service (2005). It was necessary to review the provisions of the Schemes of Service to incorporate the results of the Job Evaluation undertaken in 2016 and capture various changes brought by the policies that the Commission has put in place.

Implementation of the Guidelines is expected to improve staff motivation and retention. It will also enable the design of targeted training programmes that address competency gaps identified from the performance of teachers.

It is my sincere hope and expectation that teachers will read the Guidelines to clearly understand their career paths and take personal initiative to effectively manage them.

DR. LYDIA N. NZOMO, OGW, CBS
COMMISSION CHAIRPERSON



PREFACE

The Career Progression Guidelines provide for the policies and procedures that standardize teachers' professional development. For effective management of teachers' professional growth and development, it was necessary for the Commission to develop these Guidelines. In developing the Guidelines, the Commission has also been guided by the provisions of the Code of Regulations for Teachers (2015) and the Kenya National Qualifications Framework.

The Guidelines outline basic job descriptions, personal qualities and core competencies required for each job and also set out the minimum entry requirements into the teaching profession.

Under the Guidelines, the career path for school administrators has been clearly outlined. This separates the career paths of school administrators and that of classroom teachers. This is designed to provide clear reporting structures in institutions and eliminate overlap in the grading structure.

The deliverables expected of each cadre of teachers has also been clearly set out. This is expected to facilitate setting of performance targets and accurate measurement of performance.

Ultimately, the implementation of the Career Progression Guidelines is expected to improve the management of teachers in the employment of the Commission.

DR. NANCY NJERI MACHARIA
COMMISSION SECRETARY/CEO



CHAPTER ONE

1. INTRODUCTION AND BACKGROUND

These Career Progression Guidelines outline the academic and professional criteria for teacher career advancement. The guidelines link a teacher's career progression, to his/her performance and professional conduct. To this end, they establish an important strategy which incorporates best practices in teacher management.

Accordingly, the shift in policy from the "schemes of service" approach to a "career based strategy" is aimed at embracing the principles of performance management that integrate performance contracting and appraisal system with a teacher's career path.

In a nutshell, the guidelines set out a teacher's career progression from the point of entry, up to exit from the teaching service. Henceforth, a teacher employed by the Teachers Service Commission will take personal responsibility for his/her professional/career development.

1.1. RATIONALE FOR THE CAREER GUIDELINES

In 2016, the Teachers Service Commission together with the Salaries Remuneration Commission (SRC) undertook a Job Evaluation (JE) in the public teaching sector.

The evaluation took cognizance of the following primary factors: job content, nature of duties assigned to individual teachers, the academic and professional qualifications necessary and the decision making level expected from each job/assignment.

Other factors considered relevant, from a distinct teacher perspective were: -level of accountability, impact of the services rendered, problem solving ability, job knowledge/expertise, managerial skills, inter-personal skills, working conditions, level of responsibility, ability to give independent judgment and the prudent management of financial resources.

The recommendations of the Job Evaluation Report, led to an inevitable paradigm shift in career progression of teachers. These include a new grading structure; substantive appointment of

institutional administrators and the introduction of Teacher Professional Development (TPD). All these initiatives aim at fully professionalizing the teaching service.

In this regard therefore, the Career Guidelines seek to facilitate the implementation of the Job Evaluation recommendations. The guidelines outline the descriptions, specifications, and competencies for each job in the sector. They also explain the professional requirements each employee is required to possess.

1.2. AIMS OF CAREER GUIDELINES

The Career Guidelines provide for:-

- i. Minimum requirements for selection, appointment, recruitment, and promotion;
- ii. A defined career structure that will attract, motivate, and facilitate retention of competent teachers;
- iii. Clearly defined job description and specification with clear duties and responsibilities at all levels;
- iv. Teacher deployment and assignment of duties;
- v. Incorporation of human resource planning principles to address career progression and succession management;
- vi. Alignment of work performance to career progression;
- vii. Provision of minimum qualifications for career advancement and progression;
- viii. A mechanism for monitoring and evaluating career progression; and
- ix. Professional development of teachers through teacher professional development (TPD).

1.3. SCOPE OF THE CAREER PROGRESSION GUIDELINES

The Career Guidelines provide for entry requirements into the teaching service, promotion and capacity building of teachers.

These Guidelines are applicable to teachers serving in the following public institutions:

- i. Primary schools;



- ii. Secondary schools;
- iii. Technical and Vocational Education and Training (TVET) institutions;
- iv. Teacher Training Colleges (TTCs);
- v. Kenya Institute of Special Education, (KISE);
- vi. Centre for Mathematics, Science and Technology Education in Africa (CEMASTEIA); and
- vii. Special Needs Institutions:- Primary, Secondary& TVET

1.4. RECOGNIZED QUALIFICATIONS

- i. Recognized qualifications will be those attained from accredited institutions/colleges and from Government approved examination bodies.
- ii. The Commission expects the Commission for University Education (CUE) or other relevant examining bodies to equate certificates from foreign universities and colleges in accordance with the law.
- iii. The Teachers Service Commission recognizes the following minimum entry qualifications for the teaching service: -

1.4.1. PRIMARY:

- i. KCSE C (Plain) and Primary Teacher Education (PTE) Certificate.
- ii. Entry grades for the visually and hearing impaired for PTE is a C- (Minus)

1.4.2. SECONDARY:

- i. KCSE C+ (Plus) and a Diploma in Education
- ii. KCSE C+ (Plus)and a Bachelors Degree in Education.
- iii. KCSE C+ (Plus)and a Bachelors Degree in any other relevant area plus a Postgraduate Diploma in Education.
- iv. KCSE C (Plain), Diploma, and Bachelors Degree in Education.
- v. For visually and hearing impaired teachers, the minimum entry qualifications is a mean grade of C (Plain)and C (Plain) in the teaching subjects in the case of post primary institutions.



1.4.3. TECHNICAL:

- i. KCSE C+ (Plus) and a Diploma in a relevant technical subject plus a Diploma in Technical Education.
- ii. KCSE C- (Minus), Certificate, Diploma and Bachelor's Degree in a relevant subject area plus a Diploma in Technical Education.
- iii. KCSE C- (Minus), Certificate, Diploma and Higher Diploma in a relevant subject area plus a Diploma in Technical Education.
- iv. KCSE C+ (Plus) and Bachelor's Degree in Education Technology.
- v. KCSE C+ (Plus) and Bachelor's Degree/ Higher Diploma in a relevant technical subject plus a Postgraduate Diploma in Education.

1.4.4. SPECIAL NEEDS EDUCATION (SNE)

- i. KCSE C+ (Plus) and Diploma in Special Needs Education.
- ii. KCSE C+ (Plus) and Bachelor's Degree in Special Needs Education

Note:

- A) For post primary institutions, teachers (except visually and hearing impaired) must have attained a minimum of C+ (Plus) in the teaching subjects.*
- B) Candidates with one principal and two subsidiary 'A' – level passes in Arts or one (1) principal and one (1) subsidiary pass in science require C (plain) in KCSE as entry qualification.*
- C) For post primary institutions, a Special Needs Education (SNE) teacher must have two teaching subjects and have attained a minimum grade of C+ in the subjects.*

1.5. ENTRY GRADES

Direct appointment to any level will be determined by the entry qualifications and competencies prescribed for each level. Direct appointment is provided for at various levels within the respective progression guidelines.



1.6. APPLICATION OF CAREER GUIDELINES TO SERVING TEACHERS

Serving teachers as at **8th November, 2017** will adopt and convert as appropriate to the new designations and grading structure provided in these Guidelines. However, to advance to higher posts, the teachers/lecturers must possess the minimum prescribed qualifications and/ or experience required in each grade.

1.7. REMUNERATION FRAMEWORK.

The guidelines will be linked to the remuneration framework that will be determined by the Commission in accordance with the law.

1.8. PROMOTION OF TEACHERS

Under these Career Guidelines, promotion of teachers/ Lecturers will be subject to the following conditions: -

- i. existence of funded vacancies in the approved establishment;
- ii. minimum qualifications per grade;
- iii. relevant Teacher Professional Development(TPD) modules;
- iv. relevant Experience; and
- v. satisfactory performance.

1.9. TEACHER PROFESSIONAL DEVELOPMENT

Teachers will be required to undertake prescribed professional development programmes to facilitate their career progression as per provisions of Regulation 48 of the Code of Regulations for Teachers.

1.10. ADMINISTRATION OF THE CAREER GUIDELINES

The Commission Secretary will be responsible for the administration of these career guidelines.



1.11. IMPLEMENTATION OF THE CAREER GUIDELINES

The career guidelines will be implemented with effect from **8th November, 2017** and will replace the existing schemes of service.



CHAPTER TWO

2. THE JOB CLASSIFICATION AND GRADING STRUCTURE

This chapter deals with the grading structure, job titles, qualifications and the requisite experience for teachers to move from one job grade to another. It also captures the job specifications and descriptions.

2.1. GRADING STRUCTURE

The Commission established a new grading structure for the teaching service, which elongated the job scales from ten (10) to eleven (11) grades based on the relative worth of each job. The grades established for each category of institutions are as indicated below:-

- i. Eight (8) grades for primary school teachers;
- ii. Ten (10) grades for secondary school teachers;
- iii. Six (6) grades for teachers at CEMASTEIA;
- iv. Eight (8) grades for teachers in TVET institution;
- v. Seven (7) grades for teachers in Teacher Training Colleges (TTC)
- vi. Eight (8) grades for teachers in Kenya Institute of Special Education (KISE);
- vii. Special Needs Education Institutions (SNE) :-
- viii. SNE Primary – five (5) grades
 - a. SNE Secondary – eight (8) grades
 - b. SNE TVET – eight (8) grades

2.2. COMMON ESTABLISHMENT GRADES;

The following grades shall form common establishment in the teaching service;

- i. Primary Teacher II T-Scale 5 and Primary Teacher I T-Scale 6 for Primary Teacher Education certificate holders;
- ii. Secondary Teacher III / Lecturer III T-Scale 6 and Secondary Teacher II /Lecturer II T-Scale 7 for Diploma holders;
- iii. Secondary Teacher II/Lecturer II T-Scale 7 and Secondary Teacher I/Lecturer I T scale 8 for holders of Bachelor of Education or its equivalent.

iv. The Job descriptions and specifications for appointment are as particularized below:

1.1.1 PRIMARY SCHOOL TEACHERS

1.1.1.1 PRIMARY TEACHER II-T SCALE 5

This is the entry grade for primary school teachers.

1.1.1.1.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. have a Certificate of Secondary Education (KCSE) minimum mean Grade C (Plain) or other recognized equivalent qualifications;
- ii. have a Primary Teacher Certificate (PTE) or its approved equivalent;
- iii. have been registered as a teacher and in possession of a valid Teaching Certificate;
- iv. meet the requirements of Chapter Six (6) of the Constitution; and
- v. any other requirement the Commission may deem necessary.

1.1.1.1.2 DUTIES AND RESPONSIBILITIES

This is the entry grade for primary school teachers. The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization and impart knowledge, skills and attitudes to the learner;
- iii. evaluate learners in subjects of specialization and prepare them for national and other examinations;
- iv. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;



- v. ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning;
- vi. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- vii. provide guidance and counselling services to learners to instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in the subject areas; and
- ix. organize remedial actions to support learners with performance gaps.

1.1.1.2 PRIMARY TEACHER I-T SCALE 6

This is a promotion grade for primary school teachers.

1.1.1.2.1 REQUIREMENTS FOR APPOINTMENT

To qualify for promotion to the grade of Primary Teacher I, a teacher must:-

- i. have served as Primary Teacher II T-Scale 5 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. have demonstrated mastery of class management;
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. any other requirement the Commission may deem necessary.

1.1.1.2.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;



- ii. teach the subjects of specialization and impart knowledge, skills and attitudes to learner;
- iii. evaluate the learners in subjects of specialisation and prepare learners for national and other examination;
- iv. introduce new ideas and programmes for improvement in teaching and learning in subjects of specialisation;
- v. ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning;
- vi. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- vii. provide guidance and counselling services to learners to instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in subject areas;
- ix. organize remedial actions for learners with performance gaps.

1.1.1.3 SENIOR TEACHER II T-SCALE 7

This is a promotional grade and an entry to the administrative cadre. Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

1.1.1.3.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Senior Teacher II, a teacher must: -

- i. have served as Primary Teacher I T-Scale 6 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. demonstrate ability to supervise, mentor and provide professional support to other teachers;
- v. have a valid Teaching Certificate.
- vi. meet the requirements of Chapter Six (6) of the Constitution; and



- vii. meet any other requirement the Commission may deem necessary.

1.1.1.3.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge and skills to the learners;
- iii. evaluate the learners on subjects of specialisation and prepare them for national and other examinations;
- iv. provide new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- vi. serve as a role model and maintain learner discipline to create conducive environment for learning;
- vii. provide guidance and counselling services to learners to instil norms and values for harmonious co-existence;
- viii. organise workshops/seminars/ symposiums to share ideas, and further knowledge in subjects areas;
- ix. organize remedial actions to support learners with performance gaps.
- x. collect, collate and maintain all school records such as; enrolment, teaching and learning resources, evaluation records, attendance registers;
- xi. organise and coordinate school based in-service programmes to build teachers capacity for improved teaching and learning;
- xii. organise school based and zonal subject panels to facilitate sharing of knowledge, innovations and new trends;
- xiii. coordinate gender mainstreaming issues for teachers and learners in curricular and co-curricular activities such as sports to ensure gender equity, equitable participation and maximization of potential of teachers and learners;



- xiv. ensure discipline in school and arbitrate disputes among learners;
- xv. supervise cleanliness of the school compound and ensure learners are tidy; and
- xvi. serve as secretary to the school disciplinary committee.

1.1.1.4 SENIOR TEACHER I T-SCALE 8

This is a promotional grade for administrators of primary institutions. Senior Teacher I will be in charge of other teachers. In the absence of the head of institution and the deputy, he/she will be in charge.

1.1.1.4.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Teacher I, a teacher must:-

- i. have served as Senior Teacher II T- Scale 7 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant TPD modules;
- iv. demonstrate ability to supervise, mentor and provide professional support to other teachers;
- v. have a valid Teaching Certificate; and
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. meet any other requirement the Commission may deem necessary.

1.1.1.4.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach subjects of specialization to impart knowledge, skills and attitudes to learners;



- iii. evaluate learners in subjects of specialization and prepare them for national and other examinations;
- iv. introduce new ideas and programmes for improvement in teaching and learning in subjects of specialisation;
- v. collect, collate and maintain all school records such as enrolment, teaching and learning resources, evaluation records and attendance registers.
- vi. organise and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;
- vii. organise school based and zonal subject panels to facilitate sharing of knowledge, innovations and new trends;
- viii. coordinate gender mainstreaming issues for teachers and learners in curricular and co-curricular activities such as sports to ensure gender equity, equitable participation and maximization of potential of teachers and learners;
- ix. ensure discipline in school is maintained and arbitrate any disputes;
- x. supervise cleanliness of the school compound and ensure the learners are tidy;
- xi. serve as secretary to the school disciplinary committee.
- xii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xiii. serve as a role model and maintain learner discipline to create conducive environment for learning;
- xiv. provide guidance and counselling services to the learners and instil norms and values for harmonious co-existence;
- xv. initiate curriculum development process, its implementation and evaluation to ensure it is relevant and achievable in schools;
- xvi. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xvii. organise workshops/seminars/symposiums to share ideas and further knowledge in subjects areas; and
- xviii. organize remedial actions to support learners with performance gaps.

1.1.1.5 DEPUTY HEAD TEACHER II T-SCALE 9



This is a promotional grade for administrators in primary schools. The Deputy Head Teacher II will be answerable to the Head Teacher for the development and implementation of the curriculum, education policies and programs. In the absence of the Head Teacher, the Deputy Head Teacher will be in-charge of the institution.

1.1.1.5.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Deputy Head Teacher II, a teacher must:-

- i. have served as Senior Teacher I T- Scale 8 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. have demonstrated ability to supervise, mentor and provide professional support to other teachers;
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. meet any other requirement the Commission may deem necessary.

1.1.1.6 DEPUTY HEAD TEACHER I T-SCALE 10

This is a promotional position for administrators of primary institutions. The Deputy Head Teacher I will be answerable to the Head Teacher for the development and implementation of the curriculum, educational policies, plans and programs. In the absence of the Head Teacher, the Deputy Head Teacher will be in-charge of the institution.

1.1.1.6.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Deputy Head Teacher I, a teacher must:-

- i. have served as Deputy Head Teacher II T-Scale 9 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant (TPD) modules;



- iv. demonstrate ability to supervise, mentor and provide professional support to other teachers;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. meet any other requirement the Commission may deem necessary.

1.1.1.6.2 DUTIES AND RESPONSIBILITIES OF DEPUTY HEAD TEACHER II AND I T-SCALE 9 & 10

The duties and responsibilities of Deputy Head Teacher II and I shall be to:-

- i. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values for harmonious co-existence;
- ii. ensure proper discipline is maintained in the school by the teachers, non-teaching staff and learners to create a conducive environment for learning;
- iii. supervise the interpretation and implementation of the curriculum by ensuring schemes of work and lessons plans are done by teachers;
- iv. ensure internal examinations and assessments are carried out;
- v. ensure implementation of scheduled instructional programmes;
- vi. ensure that the necessary instructional materials are sourced, availed and utilised by the teachers and learners to support curriculum implementation;
- vii. be in charge of stores requisition and maintenance of proper inventory for accountability and optimum utilisation;
- viii. supervise teaching and non-teaching staff for proper discharge of tuition programmes;
- ix. organise and supervise school activities including maintenance of cleanliness and general repairs of buildings;
- x. be the secretary to the staff meetings and maintain records of the proceedings;
- xi. maintain staff and learners' records such as learners' registers, staff attendance, leave management forms and learners' discipline cases;
- xii. appraise the Senior Teacher and other teachers;



- xiii. assist the head teacher in promoting harmonious relations and linkages between the school and stakeholders such as the local community, parents and private sector organisations;
- xiv. ensure safety and security of learners and institutional resources;
- xv. to prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- xvi. teach the subjects of specialization to impart knowledge, skills and attitudes to the learners;
- xvii. evaluate learners in subjects of specialisation and prepare them for national and other examinations;
- xviii. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- xix. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xx. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- xxi. provide guidance and counselling services to the learners to instil norms and values for harmonious co-existence;
- xxii. initiate curriculum development process, its implementation and evaluation to ensure the curriculum is relevant and achievable in schools;
- xxiii. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xxiv. organize workshops/seminars/symposiums to share ideas and further knowledge in subject areas;
- xxv. organize remedial actions to support learners with performance gaps.

1.1.1.7 HEAD TEACHER T-SCALE 10

This is a promotional position for administrators in primary institutions. The Head Teacher is the head of the school and the lead educator. He/she is responsible for the provision of leadership in implementation of the curriculum, educational policies and programs. He/she also leads in the



development and implementation of the school's strategy, work plans, budgets, and supervises the operations of the school.

1.1.1.7.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Head Teacher, a teacher must:-

- i. have served as Deputy Head Teacher II TSC Scale 9 for a minimum period of three (3) years;
- ii. be in possession of a Bachelor of Education degree in or its equivalent;
- iii. have satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant TPD modules;
- v. meet the requirements of Chapter Six (6) of the Constitution;
- vi. have demonstrated ability to supervise, mentor and provide professional support to other teachers;
- vii. have a valid Teaching Certificate; and
- viii. meet any other requirement the Commission may deem necessary.

1.1.1.8 SENIOR HEAD TEACHER T-SCALE 11

This is a promotional position for administrators in primary institutions. Senior Head Teacher is responsible for the provision of leadership in implementation of the curriculum, education policies and programs. He/she also leads in the development and implementation of the school's strategy, work plans, budgets and supervises the operations of the school.

1.1.1.8.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Head Teacher I, a teacher must:-

- i. have served as Head Teacher or Deputy Head Teacher I T-Scale 10 for a minimum period of three (3) years;
- ii. be in possession of a Bachelor of Education degree in or its equivalent;
- iii. have satisfactory rating in the performance appraisal or performance contracting;
- iv. have successfully undertaken the relevant (TPD) modules;



- v. have a valid Teaching Certificate;
- vi. have demonstrated ability to supervise, mentor and provide professional support to other teachers;
- vii. meet the requirements of Chapter Six (6) of the Constitution; and
- viii. meet any other requirement the Commission may deem necessary.

1.1.1.8.2 DUTIES AND RESPONSIBILITIES OF HEAD TEACHER AND SENIOR HEAD TEACHER T-SCALE 10 & 11

The duties and responsibilities of Head Teacher and Senior Head Teacher shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge, skills and attitudes to learner;
- iii. evaluate learners on subjects of specialisation and prepare learners for national and other examinations;
- iv. coordinate and provide guidance and counselling services to teachers, non-teaching staff and learners and instil norms and values for harmonious co-existence;
- v. ensure proper discipline is maintained in the school by teachers, non-teaching staff and learners to create a conducive environment for learning;
- vi. supervise the interpretation and implementation of the curriculum, by ensuring teachers prepare schemes of work, lesson plans, lesson notes and other professional documents;
- vii. ensure that the necessary instructional materials are sourced, availed and utilised by teachers and learners to support curriculum implementation;
- viii. be in charge of stores, requisition and proper maintenance of inventory for accountability and optimum utilisation;
- ix. promote harmonious relations and linkages between the school and stakeholders such as the local community, parents and private sector organisations;



- x. ensure health, safety of learners and security of institutional resources;
- xi. introduce new ideas and programmes for improvement in teaching and learning in the subjects of specialisation;
- xii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xiii. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- xiv. provide guidance and counselling services to learners so as to instil norms and values for harmonious co-existence;
- xv. initiate curriculum development process, its implementation and evaluation so as to ensure that the curriculum is relevant and achievable in schools;
- xvi. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xvii. organize workshops/seminars/symposiums to share ideas and further knowledge in subject areas;
- xviii. organize remedial actions to support learners with performance gaps;
- xix. ensure learners are adequately prepared, registered and presented for the National Examinations in accordance with the Kenya National Examination Council Regulations;
- xx. interpret and implement policy decisions that pertain to training, recruitment and deployment of staff in compliance with relevant laws and regulations;
- xxi. ensure appraisal of staff in the school;
- xxii. promote the welfare of all staff and learners within the school for motivation, personal and professional growth;
- xxiii. manage issues of succession in the school;
- xxiv. serve as the accounting officer of the school to ensure prudent utilisation and accounting for the financial resources in the school;
- xxv. manage the school's physical facilities for proper maintenance and upgrading on a regular basis;
- xxvi. oversee procurement of goods and services, maintain inventories to ensure availability of the necessary facilities and items;
- xxvii. organize staff, Board of Management and parents meetings;



- xxviii. serve as secretary to the Board of Management; and
- xxix. facilitate access and retention of learners in the school.

1.1.2 SECONDARY TEACHERS

1.1.2.1 SECONDARY TEACHER III T- SCALE 6

This is an entry grade for secondary school teachers who are holders of Diploma in Education.

1.1.2.1.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. be in possession of Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of C+ (Plus) or its equivalent;
- ii. be in possession of a Diploma in Education (with two teaching subjects) or its equivalent;
- iii. have attained a minimum grade of C+ (plus) in the two teaching subjects at KCSE level;
- iv. be a registered teacher with a valid Teaching Certificate;
- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.2.2 SECONDARY TEACHER II T-SCALE 7

This is an entry grade for secondary school teachers who are holders of a Bachelors Degree in Education or its equivalent. It is also a promotional grade for holders of Diploma in Education.

1.1.2.2.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. be in possession of a Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of C+ or its equivalent;



- ii. be in possession of a Bachelors Degree in Education with two teaching subjects; or a Bachelors Degree in a relevant area with two teaching subjects plus a Post Graduate Diploma in Education (PGDE);
- iii. have attained a minimum grade of C+ (plus) in the two teaching subjects at KCSE level;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirements deemed necessary by the Commission.

1.1.2.2.2 REQUIREMENTS FOR PROMOTION

- i. To qualify for promotion to this grade, a teacher must:-
- ii. have served in the grade of Secondary Teacher III for a minimum period of three (3) years;
- iii. have satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant TPD modules; and
- v. have a valid Teaching Certificate.

1.1.2.2.3 DUTIES AND RESPONSIBILITIES OF SECONDARY TEACHER III &II

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge, skills and attitudes to learners;
- iii. evaluate learners on subjects of specialisation and prepare them for national and other examinations;
- iv. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;



- vi. serve as a role model and maintain learner discipline;
- vii. provide guidance and counselling services to learners and instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums so as to share ideas and enhance knowledge in subject areas;
- ix. organize remedial actions to support learners with performance gaps; and
- x. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents.

1.1.2.3 SECONDARY TEACHER I T- SCALE 8

This is a promotional grade for secondary school teachers.

1.1.2.3.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. have served as Secondary School Teacher II T-Scale 7 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant (TPD) modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirements deemed necessary by the Commission.

1.1.2.3.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge, skills and attitudes to learners;



- iii. evaluate learners on subjects of specialisation and prepare them for national and other examinations;
- iv. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- vi. serve as a role model and maintain learner discipline;
- vii. provide guidance and counselling services to learners and instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums so as to share ideas and enhance knowledge in subject areas;
- ix. organize remedial actions to support learners with performance gaps; and
- x. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents.

1.1.2.4 SENIOR MASTER/ MISTRESS IV T- SCALE 9

This is a promotional grade for teachers in secondary schools. The Senior Master IV is expected to provide professional support, mentorship, guidance and counselling to the teachers in the school and is also responsible for class management, supervision, training, evaluation and recording progress of learners.

1.1.2.4.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to the grade of Senior Master IV, a teacher must:-

- i. have served as Secondary Teacher I T-Scale 8 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant (TPD) modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirements deemed necessary by the Commission.



1.1.2.5 SENIOR MASTER/ MISTRESS III T- SCALE 10

This is a promotional position for institutional administrators in secondary schools. The Senior Master III is expected to provide professional support, mentorship, guidance and counselling to teachers in the school and is responsible for class management and supervision, training, evaluation and recording progress of learners. He/she is also required to perform administrative duties as assigned by the Commission.

1.1.2.5.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. have served as Senior Master IV T- Scale 9 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant (TPD) modules;
- iv. have a valid Teaching Certificate;
- v. have demonstrated ability to supervise, mentor and provide support to other teachers;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirements deemed necessary by the Commission.

1.1.2.6 SENIOR MASTER/ MISTRESS II T- SCALE 11

This is a promotional position for institutional administrators in secondary schools. The Senior Master II is expected to provide professional support, mentorship, guidance and counselling to teachers in the school and is responsible for day to day class management, supervision, training, evaluation and recording progress of learners. He/she is also required to perform administrative duties as assigned by the Commission.

1.1.2.6.1 REQUIREMENTS FOR APPOINTMENT

- i. To qualify for appointment to this grade, a teacher must:-



- ii. have served as a Senior Master III or Deputy Principal IV T-Scale 10 for a minimum period of three (3) years;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant (TPD) modules;
- v. have a valid Teaching Certificate;
- vi. have demonstrated ability to supervise, mentor and provide support to other teachers;
- vii. comply with the provisions of Chapter six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.2.7 SENIOR MASTER/ MISTRESS I T-SCALE 12

This is a promotional position for institutional administrators in secondary schools. The Senior Master I is expected to provide professional support, mentorship, guidance and counselling to teachers in the school and is responsible for class management, supervision, training, evaluation and recording progress of learners. He/she is also required to perform administrative duties as assigned by the Commission.

1.1.2.7.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. have served as Senior Master II or Deputy Principal III T- Scale II for a minimum period of three (3) years;
- ii. have a satisfactory rating in the performance appraisal;
- iii. have successfully undertaken the relevant (TPD) modules;
- iv. have a valid Teaching Certificate;
- v. have demonstrated ability to supervise, mentor and provide support to other teachers;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirements deemed necessary by the Commission.



1.1.2.7.2 DUTIES AND RESPONSIBILITIES OF SENIOR MASTER IV, III, II & I T-SCALE 9, 10, 11 AND 12

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach subjects of specialization to impart knowledge, skills and attitudes to learners;
- iii. evaluate learners on subjects of specialisation and prepare them for national and other examinations;
- iv. initiate new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- vi. serve as a role model and maintain learner discipline;
- vii. provide guidance and counselling services and instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums to share ideas with a view to enhance knowledge in subject areas;
- ix. organize remedial actions to support learners with performance gaps;
- x. induct and guide new teachers and teacher trainees into the institution so that their duties, rules and culture of the institution;
- xi. ensure proper and optimal utilisation of resources allocated for training and learning;
- xii. coordinate preparation and production of course materials necessary for curriculum delivery; and
- xiii. participate in conducting research in subjects of specialization.
- xiv. interpret and implement policy decisions in subjects of specialisation within the department so as to further knowledge;



- xv. mentor and coach staff in subjects of specialisation to improve knowledge, skills and performance;
- xvi. supervise co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and nurture innovations;
- xvii. ensure proper care and maintenance of institutional assets for instance workshop tools and equipment related to the teaching areas;
- xviii. participates in the development of the school's master timetable.
- xix. initiate the publication of research to contribute in the dissemination of knowledge; and
- xx. initiate and supervise income generating projects for the institution to be self-reliant.

1.1.2.8 DEPUTY PRINCIPAL IV T-SCALE 10

This is a promotional position and an entry grade for Deputy Principals in Post Primary institutions. The Deputy Principal IV is responsible for management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.2.8.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Senior Master IV T-Scale 9 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a valid Teaching Certificate; and
- vi. meet any other requirement deemed necessary by the Commission.



1.1.2.9 DEPUTY PRINCIPAL III T-SCALE 11

This is a promotional position for Deputy Principal in Post Primary institutions. The Deputy Principal III is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.2.9.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal IV or Senior Master III T-Scale 10 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a master's degree in a relevant area;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission;

1.1.2.10 DEPUTY PRINCIPAL II T-SCALE 12

This is a promotional position for Deputy Principals in Post Primary institutions. The Deputy Principal II is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.2.10.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal III or Senior Master II T-Scale 11 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;



- iii. have successfully undertaken the relevant TPD modules;
- iv. must have a master's degree in a relevant area
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.2.11 DEPUTY PRINCIPAL I T-SCALE 13

This is a promotional position for Deputy Principals in Post Primary institutions. The Deputy Principal I is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.2.11.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal II or Senior Master I T-Scale 12 for a minimum period of three (3) years;
- ii. have a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a master's degree in a relevant area;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.2.11.2 DUTIES AND RESPONSIBILITIES OF DEPUTY PRINCIPAL IV, III, II & I T- SCALES 10, 11, 12 & 13

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;



- ii. teach subjects of specialization to impart knowledge, skills and attitudes to the learner;
- iii. evaluate learners on subjects of specialisation and prepare learners for national and other examinations;
- iv. initiate new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- vi. serve as a role model and maintain learner discipline;
- vii. provide guidance and counselling services to the learners and instil norms and values for harmonious co-existence;
- viii. participate in workshops/seminars/symposiums to share ideas so as to enhance knowledge in subject areas;
- ix. organize remedial actions to support learners with performance gaps;
- x. induct and guide new teachers and teacher trainees into the school so that they understand their duties, rules and culture of the institution;
- xi. ensure proper and optimal utilization of resources allocated for training and learning;
- xii. coordinate preparation and production of course materials for curriculum delivery;
- xiii. participate in conducting research in subjects of specialization;
- xiv. coordinate and provide guidance and counselling services to teachers, non-teaching staff and learners so as to instil norms and values for harmonious co-existence;
- xv. ensure proper discipline is maintained in the institution by the teachers, non-teaching staff and learners to create a conducive learning environment;
- xvi. supervise interpretation and implementation of the curriculum by ensuring teachers prepare schemes of works, lessons plans and other professional documents;
- xvii. ensure internal examination and assessments are carried out;
- xviii. ensure implementation of scheduled instructional programmes;



- xix. be in-charge of stores, requisition and the proper maintenance of inventories for accountability and optimal utilization;
- xx. assist the head of institution in the supervision of teaching and non-teaching staff;
- xxi. assist the head of institution in the organization and supervision of institutional activities including maintenance of cleanliness and general repairs;
- xxii. maintain records of proceedings of meetings and serve as secretary to the staff meetings
- xxiii. maintenance of staff and learners records for example learners registers, staff attendance, leave management forms and discipline cases;
- xxiv. appraise teachers;
- xxv. promote positive relations between the institution and stakeholders for instance the local community, parents and private sector organizations;
- xxvi. ensure safety, security and welfare of learners;
- xxvii. ensure safety, security and prudent management of institutional resources; and
- xxviii. chair heads of departments' meetings and Discipline Committees.

1.1.2.12 PRINCIPAL T- SCALE 13

This is a promotional positions for administrators in post primary institutions. The Deputy Principal I is responsible for the operational management of the institution. He/she also supports the head of institution in the development and implementation of educational plans, policies, programs and general administration of the institution.

1.1.2.12.1 REQUIREMENTS FOR APPOINTMENT.

To qualify for appointment to this grade, a teacher must:-

- i. have served as Deputy Principal II/Senior Master I T-Scale 12 for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal/contracting process;
- iv. have successfully undertaken the relevant (TPD) modules;



- v. have a valid Teaching Certificate;
- vi. have demonstrated ability to supervise, mentor and provide support to other teachers;
- vii. comply with the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.2.13 SENIOR PRINCIPAL T- SCALE 14

This is a promotional position for administrators in post primary institutions. The Senior Principal is the lead educator and is responsible for the operational management of the institution. He/she is also responsible for the development and implementation of educational plans, policies and programs of the institution.

1.1.2.13.1 REQUIREMENTS FOR APPOINTMENT.

To qualify for appointment to this grade, a teacher must:-

- i. have served as Principal/Deputy Principal I T-Scale 13 for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in a relevant area;
- iii. have a satisfactory rating in the performance appraisal/ Contracting process;
- iv. have demonstrated ability to supervise, mentor and provide support to other teachers;
- v. have successfully undertaken the relevant (TPD) modules;
- vi. have a valid Teaching Certificate;
- vii. comply with the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.2.14 CHIEF PRINCIPAL - TSC SCALE 15

This is a promotional position for administrators in post primary institutions. The Chief Principal is responsible for the overall management and administration of the institution. The Chief Principal is the lead educator and is responsible for the operational management of the



institution. He/she is also responsible for the development and implementation of educational plans, policies and programs of the institution.

1.1.2.14.1 REQUIREMENTS FOR APPOINTMENT.

To qualify for appointment to this grade, a teacher must:-

- i. have served as Senior Principal T-Scale 14 for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal/contracting process;
- iv. have demonstrated ability to supervise, mentor and provide support to other teachers;
- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;
- vii. comply with the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.2.14.2 DUTIES AND RESPONSIBILITIES OF PRINCIPAL, SENIOR PRINCIPAL AND CHIEF PRINCIPAL T-SCALES 13, 14 AND 15

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge, skills and attitudes to learners;
- iii. evaluate learners on subjects of specialisation and prepare them for national and other examinations;
- iv. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners and instil norms and values for harmonious co-existence;



- v. ensure proper discipline is maintained in the school by the teachers, non-teaching staff and learners to create a conducive learning environment;
- vi. supervise the interpretation and implementation of the curriculum and ensure teachers prepare schemes of works, lessons plans and other professional documents;
- vii. ensure that the necessary instructional materials are sourced, availed and utilised by teachers and learners to support the curriculum implementation;
- viii. be in charge of stores, requisition and the proper maintenance of inventories to ensure accountability and optimal utilisation;
- ix. promote harmonious relations and linkages between the school and stakeholders for instance the local community, parents and private sector organisations;
- x. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- xi. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xii. serve as a role model and maintain learner discipline;
- xiii. provide guidance and counselling services to learners so as to instil norms and values for harmonious co-existence;
- xiv. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xv. oversee the organization of workshops/seminars/symposiums to share ideas to enhance performance;
- xvi. oversee implementation of remedial actions to support learners with performance gaps;
- xvii. ensure safety, security of learners and prudent management of institutional resources;
- xviii. ensure that learners are adequately prepared, registered and presented for the national and other examinations;
- xix. coordinate identification of an appropriate curriculum for the school to provide more opportunities for learners in the optional subjects offered in the curriculum;
- xx. interpret and implement policy decisions on training, recruitment and deployment of non-teaching staff in compliance with relevant laws and regulations;



- xxi. promote the welfare of all staff and learners within the school for motivation, personal and professional growth;
- xxii. manage issues of succession in the school;
- xxiii. serve as the accounting officer of the institution and ensure prudent utilisation of financial resources in the school;
- xxiv. maintain the school's physical facilities and upgrade the same on a regular basis;
- xxv. oversee procurement of goods and services, maintain all inventories and ensure availability of the necessary facilities and items;
- xxvi. organize staff, Board of Management and parents meetings;
- xxvii. facilitate access and retention of learners in the school;
- xxviii. serve as Secretary and advisor to the Board of Management;
- xxix. participate in coordination of institutional and national examinations; and
- xxx. induct and mentor staff to promote professionalism and integrity in the institution.

1.1.3 CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE A)

1.1.3.1 ICT PROGRAMMES COORDINATOR II T-SCALE 9

This is an entry grade for trainers at CEMASTE A. A trainer in this position is responsible for capacity building of science and mathematics teachers.

1.1.3.1.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a teacher must:-

- i. have served as Secondary Teacher I T-Scale 8 for a minimum period of three (3) years;
- ii. be a holder of a Bachelors Degree in ICT with a Post Graduate Diploma in Education or Bachelors Degree in Education with a Diploma in ICT;
- iii. have a Masters Degree in ICT or its equivalent;
- iv. have a satisfactory rating in the performance appraisal;
- v. have successfully undertaken the relevant (TPD) modules;
- vi. have a valid Teaching Certificate;



- vii. meet the requirements of Chapter Six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.3.1.2 DUTIES AND RESPONSIBILITIES

The duties of a trainer at this level shall be to:-

- i. supervise and coordinate the ICT training programmes at the centre and in the country;
- ii. guide and supervise the development of ICT training materials;
- iii. allocate and supervise duties to the ICT staff and other trainers;
- iv. brief and advise the Director on all training/ICT matters in the institution;
- v. chair meetings of ICT training staff and technical staff;
- vi. maintain safety and custody of all ICT assets and equipment in the institution;
- vii. develop training programmes and compile training reports;
- viii. organize and conduct sensitization workshops for education managers;
- ix. organize training of all staff on matters of ICT;
- x. develop a maintenance schedule for ICT equipment;
- xi. prepare departmental budget and procurement plan;
- xii. conduct training needs assessment and develop training curriculum and materials;
- xiii. develop training programmes and conduct monitoring and evaluation;; and
- xiv. provide ICT technical support services at the institution.

1.1.3.2 NATIONAL TRAINER II T-SCALE 9

This is an entry grade for trainers at CEMASTE. A teacher in this position is responsible for capacity development of teachers teaching mathematics and sciences in secondary and primary schools.

1.1.3.2.1 REQUIREMENTS FOR APPOINTMENT

- i. To qualify for appointment to this grade, a teacher must:-
- ii. have served as National Trainer III T-Scale 8 for a minimum period of three (3) years;



- iii. be a holder of a Bachelors Degree in Education or its equivalent;
- iv. have a Masters Degree in Education or its equivalent;
- v. have a satisfactory rating in the performance appraisal;
- vi. have successfully undertaken the relevant TPD modules;
- vii. have a valid Teaching Certificate;
- viii. meet the requirements of Chapter Six (6) of the Constitution; and
- ix. meet any other requirements deemed necessary by the Commission.

1.1.3.2.2 DUTIES AND RESPONSIBILITIES

The duties of a trainer at this level shall be to:-

- i. advice County Planning Committees on budgeting for trainings;
- ii. coordinate printing and issuing of certificates to trainees upon successful completion of the trainings;
- iii. provide leadership to other trainers for field activities;
- iv. coordinate activities and chair meetings of specials committees;
- v. prepare individual work-plans for efficient implementation of training activities;
- vi. facilitate and evaluate INSET sessions for mathematics and science teachers;
- vii. conduct and evaluate workshops for institutional administrators;
- viii. implement departmental Quality Management System (QMS) procedures;
- ix. develop and disseminate model lessons to strengthen teaching and learning of mathematics and sciences in primary and secondary schools;
- x. evaluate integration of ICT in the subject of specialization for continual improvement;
- xi. implement the CEMASTEIA performance contract and strategic plan for effective service delivery;
- xii. administer monitoring and evaluation tools after training to determine effectiveness and also isolate areas for improvement;
- xiii. participate in departmental research to effectively inform training programmes;
- xiv. prepare research papers and disseminate in various forums to influence policy decisions and inform future trainings;



- xv. develop a criteria for quality control and apply it to ensure quality in modules of training; and
- xvi. prepare training reports to inform the effectiveness of the INSETs and workshops sessions and for continuous improvement.

1.1.3.3 NATIONAL TRAINER I T-SCALE 10

This is a promotional position for trainers at CEMASTEА. A trainer in this position is responsible for planning, harmonizing and implementing all training programmes and activities of the different departments within CEMASTEА. This will include; training and academics, research and development, primary programme, secondary programme, performance contracting and partnerships and linkages.

1.1.3.3.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a trainer must:-

- i. have served as National Trainer II T-Scale 9 for a minimum period of three (3) years;
- ii. be a holder of Bachelors Degree in Education or its equivalent;
- iii. have a Masters Degree in Education or its equivalent;
- iv. have a satisfactory rating in the performance appraisal;
- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;
- vii. meet the requirements of Chapter Six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.3.3.2 DUTIES AND RESPONSIBILITIES

The duties of a trainer at this level shall be to:-

- i. provide leadership in the formulation of partnerships and linkages in line with the institution's overall strategic direction;



- ii. spearhead the incorporation of learning from partnerships programmes into regular CEMASTEAs programmes;
- iii. monitor the implementation of effective classroom practices by trainees;
- iv. coordinate and oversee review of existing training and academic programmes;
- v. develop new modules taking into consideration participants' needs from time to time;
- vi. assure quality of all training programmes and continuous improvement of the training processes;
- vii. ensure prudent management of training budget, resources and facilities to ensure that CEMASTEAs achieves its mandate;
- viii. coordinate the monitoring and evaluation of all trainings conducted by the institution;
- ix. oversee planning and organisation of forums such as conferences and symposia on how to teach and learn mathematics and sciences;
- x. disseminate findings of research on monitoring and evaluation of programmes to show progress and areas of improvement;
- xi. coordinate the formulation of training policies in secondary/primary INSET programmes;
- xii. provide advisory and consultancy services in primary/ secondary INSET programmes for example in the design of training programme curriculum;
- xiii. coordinate the initial step of disbursement of county INSET funds in liaison with CDEs and liaison officers;
- xiv. oversee publication and dissemination of INSET activities reports for secondary/primary programmes;
- xv. guide and advise on target setting for the institution and supervise their implementation and update management on the status of implementation;
- xvi. reports on performance contract matters for the institution and that of the mathematics and science delivery in schools for accountability;
- xvii. develop implementation framework for CEMASTEAs partnership programmes and session facilitation for effective and efficient operation of the programmes;



- xviii. develop funding proposals to secure funding for CEMASTEА training programmes from partners;
- xix. facilitate and evaluate INSET sessions for mathematics and science secondary and primary school teachers and conduct workshops for education managers;
- xx. follow-up the implementation of effective classroom practices by mathematics and science teachers in secondary and primary schools;
- xxi. ensure preparation and effective implementation of partnerships and linkages;
- xxii. ensure preparation and implementation of Quality Management System (QMS) procedures to meet customer expectations in accordance with the existing International Standards Organisation (ISO) requirements;
- xxiii. develop In- Service Education and Training (INSET) materials and monitor all INSET activities to ensure smooth and simplified training takes place;
- xxiv. approve revised and new editions of training materials for use in training teachers of mathematics and sciences in all higher institutions of learning;
- xxv. recommend proposals for training activities for budget approval by the management in order of priority for effective utilisation of resources;
- xxvi. conduct research in the area of mathematics and science to inform CEMASTEА's activities;
- xxvii. prepare briefs and bulletins to disseminate research findings so as to communicate on the centres achievements;
- xxviii. develop needs-based training content and conduct needs assessment for primary and secondary level of education; and
- xxix. prepare quarterly and annual reports on performance of the institution to establish targets achievements and areas of improvement.

1.1.4 SENIOR NATIONAL TRAINER T-SCALE 11

This is a promotional grade for trainers in CEMASTEА. A trainer in this position is responsible for harmonization, planning and implementation of all training programmes and activities of different departments within CEMASTEА.

1.1.4.1.1 REQUIREMENTS FOR APPOINTMENT



To qualify for appointment to this grade, a trainer must:-

- i. have served as National Trainer I T-Scale 10 for a minimum period of three (3) years;
- ii. be a holder of a Masters Degree in Education or its equivalent;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant (TPD) modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. meet any other requirements deemed necessary by the Commission.

1.1.4.1.2 DUTIES AND RESPONSIBILITIES

The duties of a trainer at this level shall be to:-

- i. coordinate preparation of funding proposal in line with stipulated guidelines;
- ii. coordinate budgeting for programmes and activities in line with the stipulated guidelines;
- iii. coordinate identification of training needs for the international training programmes;
- iv. coordinate the development of training course content based on the needs identified and oversee the implementation of the training;
- v. coordinate monitoring and evaluation of training programmes;
- vi. develop training modules for the course and analyze training and financial reports to facilitate decision making;
- vii. share training and financial reports with CEMASTEAs staff and donor representatives; and
- viii. support trained teachers of mathematics and sciences to implement the knowledge and skills acquired during the training.

1.1.5 NATIONAL/ INTERNATIONAL TRAINING COORDINATORS T – SCALE 12



This is a promotional position for trainers at CEMASTEА. A trainer in this position shall be responsible for supporting the general administration of the Institution. The trainer will supervise implementation of all training programmes and activities in different departments within CEMASTEА.

1.1.5.1.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a trainer must:-

- i. have served as Senior National Trainer T- Scale 11 for a minimum period of three (3) years; or an equivalent grade in the education sector;
- ii. be a holder of a Masters Degree in Education or its equivalent;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant TPD modules;
- v. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- vi. have a valid Teaching Certificate;
- vii. meet the requirements of chapter six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.5.1.2 DUTIES AND RESPONSIBILITIES

The duties of a trainer at this level shall be to:-

- i. coordinate the formulation of strategies, objectives and activities in line with the institution's overall strategic direction;
- ii. coordinate the initiation, implementation and sustainability of partnership activities with relevant bodies ;
- iii. spearhead the incorporation of trainings from partnership programmes into the regular CEMASTEА programmes;
- iv. coordinate monitoring of the implementation of effective classroom practices by secondary and primary schools mathematics and science teachers trained under partnership programmes in Kenya and other African countries;



- v. plan and coordinate the review of existing training and academic programmes and develop new ones taking into consideration participants' needs;
- vi. formulate and advise on institutional policies on training;
- vii. assure quality of all training programmes so as to ensure continual improvement of the training processes;
- viii. ensure prudent management of training budget, resources and facilities for CEMASTEAM to achieve its mandate;
- ix. monitor and evaluate trainings conducted in CEMASTEAM and in the partner countries to assess effectiveness of the programmes;
- x. oversee planning and organisation of for a such as conferences and symposia for sharing of ideas on how to train teachers of mathematics and sciences;
- xi. develop an implementation framework for CEMASTEAM partnership programmes and session facilitation for effective and efficient operation of the programmes;
- xii. develop proposals to secure funding for CEMASTEAM training programmes from potential partners;
- xiii. facilitate and evaluate INSET sessions for mathematics and science teachers from secondary and primary schools and conduct workshops for education managers;
- xiv. prepare reports on monitoring and evaluation of county INSET programmes conducted to inform in decision making;
- xv. ensure preparation and effective implementation of Quality Management System (QMS) and procedures to meet customer expectations in accordance with ISO requirements;
- xvi. approve revised and new editions of training materials for use in training mathematics and sciences in all higher institutions of learning;
- xvii. recommend and prioritize budgets for proposals on training activities for approval by the Centre's Management;
- xviii. develop training modules and train mathematics and science teachers;
- xix. plan and organise conferences and symposia for sharing ideas in the area of mathematics and science education;
- xx. design and develop materials for teaching and learning mathematics and science in secondary schools to improve academic performance;



- xxi. develop needs-based training content and conduct needs assessment for primary and secondary level of education; and
- xxii. analyse periodical reports on performance of the institution to establish targets achievement and identify areas of improvement.

1.1.5.2 DEAN OF STUDIES T– SCALE 13

This is a promotional position for trainers at CEMASTEА. The Dean of Studies is responsible for the general administration of the institution. This entail planning, designing, coordinating, controlling resources and overseeing implementation of the Centre’s core mandate including building and enhancing capacity of all secondary and primary schools mathematics and science teachers. The dean also plays a role in the formulation of policy on INSET in CEMASTEА and in MOEST.

1.1.5.2.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a trainer must:-

- i. have served as a National/International/ ICT coordinator T-Scale 12 for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in Education or its equivalent;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant TPD modules;
- v. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- vi. have a valid Teaching Certificate;
- vii. meet the requirements of chapter six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.5.2.2 DUTIES AND RESPONSIBILITIES

The duties of the Dean of Studies shall be to:-



- i. formulate strategies and objectives for subject departments in line with the centre's overall strategic direction;
- ii. coordinate the development and implementation of departmental work-plans;
- iii. appraise staff in various departments on quarterly basis to ensure accountability and quality service delivery;
- iv. coordinate the identification of subject-based areas of research relevant to mathematics and science education;
- v. supervise departments to ensure they carry out duties as assigned for effective delivery of training programmes;
- vi. coordinate planning, development and validation of training content within the departments to ensure relevance of training programmes;
- vii. monitor and evaluate implementation of training sessions by subject-based staff;
- viii. offer advisory expertise on teacher capacity development in the subject area;
- ix. prepare individual work-plan for effective and efficient implementation of training activities;
- x. facilitate and evaluate INSET sessions for mathematics and science teachers of secondary and primary schools and workshops for education managers;
- xi. carry out research to effectively inform training programmes and disseminate to various for a to influence policy decisions and inform future trainings;
- xii. participate in management meetings to ensure effective planning and follow up of programmes implementation;
- xiii. participate in developing training contents and modules to upgrade teachers' pedagogical skills and content knowledge to improve the quality of education;
- xiv. participate in developing training facilitation guides to ensure uniformity in training and ensure quality control of training contents to meet customer requirements;
- xv. validate content for trainings to ensure relevance and develop innovative teaching and learning materials to support the teaching and learning of mathematics and science;
- xvi. participate in testing prototypes of innovative teaching and learning materials to ensure conformity with expected standards;



- xvii. follow-up implementation of effective classroom practices by secondary and primary schools mathematics and science teachers;
- xviii. coordinate the preparation and effective implementation of departmental Quality Management System (QMS) and procedures to meet customer expectations in accordance with ISO requirements;
- xix. serve as an internal ISO auditor to ensure effectiveness of QMS at the Centre in compliance with ISO requirements;
- xx. be an auditee during ISO audits; and
- xxi. induct new staff to ensure they understand the institutional culture, departmental strategic direction and objectives and their role in the department.

1.1.5.3 DEPUTY DIRECTOR T- SCALE 14

This is a promotional position for trainers at CEMASTEА. The Deputy Director assists the Director in the day to day management of the Centre including planning, coordinating and overseeing implementation of training programmes and support services.

1.1.5.3.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a trainer must:-

- i. have served as Dean of Studies T-Scale 13 or an equivalent grade in the education sector for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in Education or its equivalent;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- vii. meet the requirements of chapter six (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

1.1.5.3.2 DUTIES AND RESPONSIBILITIES



The duties of the Deputy Director shall be to:-

- i. organize and supervise the Centre's activities and events;
- ii. plan, coordinate and oversee the implementation and review of the Centre's training programme;
- iii. oversee the monitoring and evaluation of the Centre's training activities and preparing periodic reports;
- iv. oversee the quality-assurance processes of all training programmes and certification;
- v. direct and coordinate research, consultancy and linkages;
- vi. ensure safety and security of the Centre's human and physical resources;
- vii. appraise staff at the Centre as per the performance appraisal system;
- viii. provide guidance and counselling to staff;
- ix. oversee maintenance of proper inventories and supplies at the Centre;
- x. chair human resource advisory committee and tender committee meetings;
- xi. oversee ISO and performance contracting activities;
- xii. perform general day to day administrative activities;
- xiii. ensure effective provision of quality services to customers;
- xiv. ensure effective implementation of training activities;
- xv. ensure prudent utilization of the Centre's resources;
- xvi. serve as the secretary during staff and management meetings; and
- xvii. manage human resource matters at the Centre.

1.1.5.4 DIRECTOR T- SCALE 15

This is a promotional position for trainers at CEMASTEА. The Director is the lead educator at the Centre and is responsible for the provision of strategic direction and administration. He/she is also responsible for the realization of the Centre's mandate which entails developing capacity of



teachers in mathematics and sciences. The holder of this position is also responsible for the management of the day to day operations of the Centre.

1.1.5.4.1 REQUIREMENTS FOR APPOINTMENT

To qualify for appointment to this grade, a trainer must:-

- i. have served as Deputy Director T-Scale 14 for a minimum period of three (3) years;
- ii. be a holder of Masters Degree in Education or its equivalent;
- iii. have a satisfactory rating in the performance appraisal;
- iv. have demonstrated ability to supervise, mentor and provide professional support to other trainers;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of chapter six (6) of the Constitution; and
- vii. meet any other requirements deemed necessary by the Commission.

1.1.5.4.2 DUTIES AND RESPONSIBILITIES:

The duties of the Director shall be to:-

- i. provide leadership in the development of the Centre's overall strategy so as to ensure alignment of its activities with set objectives;
- ii. coordinate the development of policies, systems and procedures, to guide the operations of the Centre;
- iii. oversee the development of work plans for all departments, in line with the Centre's Strategic Plan, to ensure effective delivery of the Centre's mandate;
- iv. oversee the development of the Centre's budget and financial proposals;
- v. ensure the security of the Centre's records, property and resources and establish risk management mechanisms;
- vi. initiate, maintain and promote partnerships and collaborations with relevant agencies and organizations;



- vii. advise the Government on matters related to development of teachers' capacity in Science and Mathematics;
- viii. ensure efficient and prudent utilization of resources for quality implementation of the Centre's mandate and strategic activities;
- ix. oversee the implementation of all activities in teacher capacity development at the Centre;
- x. oversee the implementation of joint activities between the Centre, partners and collaborating bodies;
- xi. serve as secretary to the Governing Council of the Centre;
- xii. responsible for safe keeping of Council documents and implementing its decisions;
- xiii. mentor and coach staff at the Centre to enhance work performance as set out in the appraisal schemes;
- xiv. provide leadership in ensuring sound human resource management to enable the Centre to perform optimally;
- xv. ensure the procurement of goods and services conforms to the relevant legal provisions;
- xvi. oversee the implementation of activities to enhance ethical conduct of staff;
- xvii. identify, initiate and oversee required infrastructure development for the Centre;
- xviii. guide and support performance appraisal and contracting activities in the Centre;
- xix. maintain the Centre's Quality management system; and
- xx. serve as the accounting officer and ensure sound financial management at the Centre.

1.1.6 KENYA INSTITUTE OF SPECIAL EDUCATION (KISE)

1.1.6.1 LECTURER (KISE) T- SCALE 9



This is the entry grade for Lecturers at KISE. The Lecturer is responsible for the development and implementation of education plans, policies, programs and curriculum activities to promote the educational development of each learner.

1.1.6.1.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served for a minimum period of three (3) years as Senior Teacher 1/ Lecturer 1 T- Scale 8;
- ii. have a Bachelor's Degree in Education(SNE option) or a Bachelor of Education plus Diploma in Special Needs Education(SNE);
- iii. have a Masters Degree in Education or its equivalent;
- iv. have satisfactory rating in the performance appraisal process;
- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;
- vii. meet the requirements of Chapter Six of the Constitution of Kenya; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.6.1.2 DUTIES AND RESPONSIBILITIES

The Duties of a Lecturer at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the student to meet the objective of the curriculum;
- iii. evaluate the students on subjects of specialization to ensure achievement of learning objectives and prepare students for national and other examinations;
- iv. conduct functional and educational assessment for children with special needs and disabilities for placement and other intervention measures;
- v. provide outreach services on disability related issues;



- vi. prepare, guide and assess students on attachment and teaching practice;
- vii. supervise and mark students research;
- viii. participate in curriculum development in collaboration with Kenya Institute of Curriculum Development;
- ix. conduct research in special needs education and inclusive education;
- x. provide consultancy and expertise in special needs and inclusive education;
- xi. provide Braille transcription and Kenyan sign language interpretation;
- xii. conduct in service training and short courses;
- xiii. habilitate and rehabilitate persons with disability;
- xiv. author and edit training materials in special needs education;
- xv. teach students in special needs education to impart knowledge;
- xvi. set, administer, supervise and mark exams;
- xvii. conduct low vision and speech therapy;

1.1.6.2 TEACHING PRACTICE COORDINATOR (KISE) T-SCALE 10

This position is responsible for the coordination of teaching practice and attachment for all teacher training programmes offered by the Institute. This involves: identification and registration of eligible students for teaching practice and practical attachment and preparation of relevant documents for teaching practice, identification of schools and other institutions for teaching practice.

1.1.6.2.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as Lecturer (KISE) T- Scale 9 for a minimum period of three (3) years;
- ii. have a Degree in Education or its equivalent;
- iii. have a Masters in Education or its equivalent;
- iv. have satisfactory rating in the performance appraisal process;
- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;



- vii. meet the requirement of Chapter Six of the Constitution of Kenya; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.6.2.2 DUTIES AND RESPONSIBILITIES

The Duties of a Teaching Practice Coordinator at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the students to meet the objectives of the curriculum;
- iii. evaluate the students on subjects of specialization to ensure achievement of learning objectives and prepare students for national and other examinations.
- iv. set exams, mark and record results for Teaching Practice.
- v. coordinate the preparation of assessment guidelines and induction of assessors;
- vi. plan and prepare attachment and teaching practice budget;
- vii. maintain custody of relevant teaching practice and attachment documents;
- viii. serve as the secretary to the Teaching Practice Secretariat;
- ix. allocate teaching practice duties that include supervision of students, to ensure that every student has adequate teaching practice experience at the various levels of learning;
- x. establish and maintain liaison with the relevant bodies on the development and implementation of curriculum on teaching practice;
- xi. ensure adequate communication is maintained with the college administration, departments, Teaching Practice Secretariat, students, and schools to ensure participation of relevant staff for effective teaching practice;
- xii. ensure all assessments carried out are recorded and submitted in good time to the Teaching Practice office for computation to a final grade for external assessment;
- xiii. identify and register eligible learners for teaching practice and maintain learners teaching practice records;



- xiv. identify schools and other institutional for teaching practice and coordinate the induction of assessors for all trainings;
- xv. coordinate and prepare assessment guidelines for teaching practice and preparation of necessary professional documents for training such as schemes of work;

1.1.6.3 SENIOR MASTER/MISTRESS III, II, & I (KISE) T- SCALE 10, 11, 12

The position of Senior Master/ Mistress III, II & I are responsible for the coordination and supervision of all departmental activities in the different departments in the institute which include; Examination, Research, Educational Resources, Functional Assessment, Visual Impairment, Physical and Multiple Disabilities, Hearing Impaired and Communication Difficulties, Psychosocially Different, Intellectually Different and Foundations of Special Needs Education, Distance Learning, Teaching Practice Coordination, Guidance and Counselling, Games and Sports.

1.1.6.3.1 REQUIREMENTS FOR APPOINTMENT TO SENIOR MASTER/ MISTRESS III

For appointment to the grade a teacher must:-

- i. have served as Lecturer (KISE) T- Scale 9 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.6.4 SENIOR MASTER/MISTRESS II (KISE) TSC SCALE 11



1.1.6.4.1 REQUIREMENTS FOR APPOINTMENT TO SENIOR MASTER/ MISTRESS II

For appointment to this grade a teacher must:-

- i. have served as Senior Master/Mistress (KISE) TSC Scale 10 for a minimum period of three (3) years;
- ii. have Masters Degree in relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.6.5 SENIOR MASTER/MISTRESS I (KISE) T-SCALE 12

1.1.6.5.1 REQUIREMENTS FOR APPOINTMENT TO SENIOR MASTER/ MISTRESS I

For appointment to this grade a teacher must:-

- i. have served as Senior Master II (KISE) T- Scale 11 for a minimum period of three (3) years;
- ii. have Masters Degree in relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.6.5.2 DUTIES OF SENIOR MASTER/MISTRESS III, II & I- T SCALE 10, 11, 12

The Duties of a Senior Master/Mistress III, II and I shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;



- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objective of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
- iv. offer guidance in the assessment of children with disabilities and special needs for placement in the appropriate special schools;
- v. prescribe, repair assistive devices for special needs students to enhance learning and integration;
- vi. train assessors on how to handle children with disabilities to enhance interactions and efficient learning;
- vii. oversee facilitation of workshops for parents, children and other stakeholders to create awareness on issues related to disabilities;
- viii. prepare timetable to aid in effective teaching and ensure syllabus coverage;
- ix. coordinate the execution of departmental activities and provide leadership in curriculum delivery and review;
- x. advertise departmental programmes to increase enrolment in the programmes;
- xi. coordinate the dispatch of training materials to distance learning centres in a timely manner to ensure no disruption of learning;
- xii. offer guidance to the learners in their research projects and term papers in the institution to ensure that quality papers are produced;
- xiii. oversee the implementation of the institution's performance contract;
- xiv. organize research workshops and research sharing forums for benchmarking and ensuring best practices in the special education field;
- xv. oversee the coordination of sensitization workshops on HIV and Gender Based Violence, Drug and Substance Abuse in the institution;
- xvi. liaise with Kenya Nation Examination Council on matters of registration and examination administration;
- xvii. coordinate and plan for setting, moderation, marking and administration of exams;
- xviii. offer leadership in the preparation of adapted exams for learners with special needs to ensure fairness and equality of the examination system;



- xix. oversee the appointment of supervisors and invigilators to supervise various exams for credibility
- xx. oversee the preparation of statement of marks and official transcripts for the students in the institution to ensure they are accurate;
- xxi. participate in the analysis of examination results to enhance performance;
- xxii. maintain safe custody of all examination records and oversee the disposal of marked scripts after the lapse of the required duration to ensure adherence to the set guidelines;
- xxiii. offer guidance and counselling services to student and supervise all co-curricular activities in the Institute.
- xxiv. provide leadership in the formulation of strategies, objectives and activities for the respective departments in line with the institute's overall strategic direction;
- xxv. offer guidance in the preparation of departmental budgets and work plans to ensure proper utilisation of resources;
- xxvi. provide leadership in the Coordination of the teaching of subjects and courses in respective departments to ensure effective learning in the institution;
- xxvii. coordinate all research activities on special needs education and acquisition of reference materials for effective delivery of special education curriculum content;
- xxviii. develop and maintain linkages and partnerships with other research institutions for effective benchmarking and exchange of knowledge on better service delivery;
- xxix. guide various departments on how to design and produce educational resources for use in the delivery of learning content;
- xxx. supervise and control Educational Resource Department to ensure professional standards in the department;
- xxxi. coordinate consultancy and research activities in liaison with government agencies and industries on issues related to special education ;
- xxxii. oversee the coordination of examination activities in the institution to give credibility to the examinations administered in the institution.

1.1.6.6 DEAN OF STUDENTS (KISE) T-SCALE 13



This position is responsible for all students' welfare matters and the provision of support services to students to enable them undertake academic programmes efficiently.

1.1.6.6.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a teacher must:-

- i. have served as Senior Master/Mistress I T- Scale 12 or its equivalent for a minimum period of three (3) years ;
- ii. have a Masters Degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.6.6.2 DUTIES AND RESPONSIBILITIES

The duties of Dean of Students shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
- iv. coordinate co-curricular activities in the institute and participate in the preparation of the institute's annual report;
- v. participate in the preparation and implementation of the institute's strategic plan and performance contract;
- vi. participate in setting, moderation and marking of examinations;



- vii. coordinate support services including Guidance and counselling services for learners.
- viii. appraise staff at the institute as per the performance appraisal system;
- ix. ensure support services to learners are provided in accordance with the Institute Service Charter;
- x. coordinate with support departments to ensure the welfare of students is taken care of and advise management on students' welfare issues;
- xi. coordinate orientation of new learners to ensure they understand the policies and regulations of the institute;
- xii. coordinate Students' Council activities to ensure harmonious relationship with the management;
- xiii. coordinate the management of learners' clubs and societies;

1.1.6.7 ACADEMIC REGISTRAR, (KISE) T-SCALE 13

This position is responsible for the coordination of the implementation of training programmes, research activities, assessment of Children with special needs and disabilities and production of educational resources and assistive devices.

1.1.6.7.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a teacher must:-

- i. have served as Senior Master/Mistress I (KISE) T-Scale 12 or its equivalent for a minimum period of three (3) years;
- ii. have a Masters Degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.



1.1.6.7.2 DUTIES AND RESPONSIBILITIES

The duties of Dean of students shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
- iv. assign duties to the teaching staff;
- v. coordinate assessment of children with special needs and disabilities and research activities in the institute;
- vi. participate in the preparation of the institute's budget
- vii. supervise attendance to academic activities through the Heads of Department;
- viii. coordinate the preparation and administration of examinations and the processing of results;
- ix. appraise staff at the institute as per the performance appraisal system,
- x. prepare graduation booklets and register new students.
- xi. coordinate the development of training programmes and review of existing ones;
- xii. coordinate the implementation of training programmes in the institute and advise the director on the teaching and staffing needs;
- xiii. advise the director on resources required for the implementation of all training programmes;
- xiv. attend all senior management meetings for information sharing;
- xv. coordinate induction of teaching staff, attachment and teaching practice activities

1.1.6.8 DEPUTY DIRECTOR, FINANCE AND ADMINISTRATION, (KISE) T-SCALE 14

This position is responsible for the coordination of all administrative and support services and ensuring compliance with government policies and legal instruments for purposes of improved service delivery.



1.1.6.8.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a teacher must:-

- i. have served at T-Scale 13 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.6.8.2 DUTIES AND RESPONSIBILITIES

The duties of Deputy Director, Finance and Administration shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
- iv. participate in the preparation of educational plans and strategies in the institute;
- v. ensure non-teaching staff deliver services in accordance with the institute service charter;
- vi. initiate innovations for the purposes of improved service delivery;
- vii. organize and supervise the institution's activities and events;
- viii. appraise staff at the institute as per the performance appraisal system
- ix. in charge of procurement and the maintenance of proper inventory records;
- x. supervise non-teaching staff and coordinate the provision of all support services;



- xi. maintain discipline of the non-teaching staff and Coordinate the provision of staff welfare services;
- xii. oversee overall human resource management in the institute and coordinate induction of new members of non-teaching staff;
- xiii. coordinate non- teaching staff capacity building workshops;
- xiv. participate in the preparation and implementation of the institute’s strategic plan, budgets and performance contract;
- xv. deputise the Director.

1.1.6.9 DEPUTY DIRECTOR, ACADEMIC AND STUDENTS WELFARE, (KISE) T-SCALE 14

This position is responsible for academic programmes and the welfare of students, admission of new students, and registration of learners for national examinations, supervision of teaching staff, co-curriculum activities and ensure all staff comply with the institute policies, TSC Code of Conduct and Ethics and other legal instruments.

1.1.6.9.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Deputy Director, Finance and Administration a teacher must:-

- i. have served at T- Scale 13 for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.



The duties of Deputy Director, Academic and Students Welfare shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
 - ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
 - iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
 - iv. participate in preparation and implementation of Strategic Plan of the Institute;
 - v. coordinate training of teachers and other personnel in Special Needs Education;
 - vi. coordinate preparation of programme of activities for the Institute;
 - vii. coordinate preparation of budgets for academic programmes, research and functional assessment;
 - viii. advise on distribution of staff to departments;
 - ix. coordinate co-curriculum activities;
 - x. induct new lecturers to understand the roles and culture of the Institute;
 - xi. coordinate research and assessment activities;
 - xii. appraise staff at the institute as per the Performance Appraisal System;
-
- i. coordinate the implementation of training programmes, research and assessment of children with special needs;
 - ii. initiate development and review of curriculum;
 - iii. coordinate production of educational resources;
 - iv. supervise and maintain discipline of learners and teaching staff in the institute;
 - v. advise on human and material resources for implementation of training programmes;
 - vi. coordinate budget preparation for all training programmes;
 - vii. advise the director on all matters pertaining to training, research and educational resources as per the institute's mandate;



- viii. chair all Academic Division meetings;
- ix. ensure appropriate welfare of students;
- x. deputise the Director.

1.1.6.10 DIRECTOR, (KISE) T-SCALE 15

This position is responsible for the formulation of education plans, development and implementation of strategies in the Institution.

1.1.6.10.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Director (KISE) a teacher must:-

- i. have served at T- Scale 14 for a minimum period of three (3) years;
- ii. have a Masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal and performance contract process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirement of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.6.10.2 DUTIES AND RESPONSIBILITIES

The duties of Director shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;



- iv. oversee innovation programmes aimed at improving service delivery at the institution;
- v. maintain staff and learners discipline to create conducive environment for learning;
- vi. enhance teamwork among the employees of the Institute to ensure efficient service delivery;
- vii. initiate new courses and programmes;
- viii. improve and maintain high standards in service delivery in accordance with the service charter;
- ix. promote good industrial and public relations with all stakeholders;
- x. supervise/ oversee the appraisal of staff at the institute as per the performance appraisal system;
- xi. oversee the supervision of institutional and national examinations
- xii. mobilize and manage financial and human resources in the Institution;
- xiii. promote positive linkages between the institution and stakeholders;
- xiv. oversee the implementation of all research activities in the Institute;
- xv. supervise the development and implementation of the institute's strategic plan and performance contract;
- xvi. advise the government of Kenya on matters pertaining to Special Needs Education;
- xvii. advocate for persons with special needs and disabilities;
- xviii. serve as the accounting officer of the Institute;
- xix. interpret and implement policy decisions pertaining to Special Needs Education;
- xx. liaise with other relevant education institutions for example Kenya Institute of Curriculum Development (KICD), TSC and KNEC for proper implementation and evaluation of the curriculum;
- xxi. secretary to the KISE Council.



1.1.7 TEACHER TRAINING COLLEGES (TTC)

1.1.7.1 SENIOR LECTURER IV (TTC) T-SCALE 9

This is an entry grade to the Teacher Training Colleges. The Senior Lecturer is expected to provide mentorship, professional support, and guidance and counselling to the learners in the institution. He/she is also responsible for day to day class management, training, evaluation and recording progress of learners in line with national and curriculum objectives.

1.1.7.1.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Lecturer IV (TTC) a teacher must:-

- i. have served as Senior Teacher 1/ Lecturer 1 T- Scale 8 or its equivalent for a minimum period of three (3) years;
- ii. have a minimum mean grade of C (plus) and above in KCSE and C+ (plus) in two teaching subjects;
- iii. have a Bachelor's Degree in Education or its equivalent;
- iv. have satisfactory rating in the performance appraisal process;
- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;
- vii. meet the requirements of Chapter Six of the Constitution of Kenya; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.7.1.2 DUTIES AND RESPONSIBILITIES

The Duties of a Lecturer at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to impart knowledge, skills and attitudes to the learners to meet the objective of the curriculum;



- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and the local schools to facilitate teaching practice;
- vi. initiate programmes aimed at improving teaching and learning in area of specialization;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate the publication of research and written materials for generation of knowledge;
- xi. organize curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovation;
- xii. participate in supervision of institutional and national examinations.

1.1.7.2 TEACHING PRACTICE COORDINATOR (TTC) T-SCALE 10

This position is responsible for the coordination of teaching practice for all teacher training programmes offered by the college. This involves: identification and registration of eligible learners, preparation of relevant documents and identification of schools for teaching practice.

1.1.7.2.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Teaching Practice Coordinator (TTC) a teacher must:-



- i. have served as Senior Lecturer IV (TTC) T-Scale 9 for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.7.2.2 DUTIES AND RESPONSIBILITIES

The Duties of a Teaching Practice Coordinator at this level shall be to;

- i. prepare lesson plans, lesson notes, timetables, schemes of work to ensure that the syllabus is covered in time for evaluation;
- ii. coordinate the preparation of assessment guidelines and induction of TP assessors;
- iii. plan and prepare attachment and teaching practice budget;
- iv. maintain custody of relevant teaching practice documents;
- v. serve as the secretary to the Teaching Practice Secretariat;
- vi. allocate teaching practice duties that include supervision of students, to ensure that every students has adequate teaching practice experience at the various levels of learning;
- vii. establish and maintain in liaison with KICD, ESQAC and KNEC the development and implementation of curriculum on matters pertaining to teaching practice;
- viii. ensure that adequate communication is maintained with college administration, departments, Teaching Practice Secretariat, teaching practice students, teaching practice schools to ensure participation of relevant staff for effective teaching practice;
- ix. ensure all assessments carried out are recorded and submitted in good time to the Teaching Practice office for computation to a final grade for external assessment;
- x. maintain learners Teaching Practice records;
- xi. identify and register eligible learners for teaching practice;



- xii. identify schools for teaching practice;
- xiii. coordinate the induction of Teaching Practice (TP) assessors;
- xiv. coordinate and prepare assessment guidelines for teaching practice;
- xv. coordinate the preparation of necessary professional documents for training such as schemes of work;
- xvi. plan Individualized Educational Programme (IEP);
- xvii. set exams, mark and record results for teaching practice.

1.1.7.3 SENIOR MASTER/MISTRESS III, II, I (TTC) T-SCALE 10, 11 &12

The positions of Senior Master/Mistress III, II, I (TTC) are responsible and accountable for setting and maintenance of academic standards in the department in line with the curriculum. They are also responsible for day to day class management, training, and recording progress of learners to prepare and impart knowledge, skills and attitudes in line with national and curriculum objectives. They also participate in the development of the institution's master timetable.

1.1.7.3.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Master/Mistress III (TTC) a teacher must:-

- i. have served as Senior Lecturer IV (TTC) T- Scale 9 or its equivalent for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.



1.1.7.4 SENIOR MASTER/MISTRESS II (TTC) T-SCALE 11

1.1.7.4.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as Senior Master/Mistress III (TTC) T- Scale 10 or its equivalent for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.7.4.2 REQUIREMENTS FOR APPOINTMENT SENIOR MASTER I (TTC)

For appointment to this grade of a teacher must:-

- i. have served as Senior Master/Mistress II (TTC) T-Scale 11 or its equivalent for a minimum period of three (3) years;
- ii. have satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.7.4.3 DUTIES OF SENIOR MASTER/MISTRESS III, II AND I (TTC)-T SCALES; 10, 11 & 12

The duties of Senior Masters/ Mistresses at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;



- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and schools to facilitate teaching practice;
- vi. initiate programmes aimed at improving teaching and learning in the area of specialization;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate the publication of research and written materials for generation of knowledge;
- xi. organize curricular and co-curricular activities for example music festivals and science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xii. participate in supervision of institutional and national examinations.
- xiii. provide leadership in curriculum design, development and review in area of specialization ;
- xiv. coordinate research activities on new trends, innovations, technology and knowledge undertaken within the department;
- xv. ensure maintenance of high standards of professionalism in setting, supervision and marking of examinations within the department;
- xvi. coordinate and guide the publication of written materials for examples manuals, guidebooks, instructional materials developed by staff within the department;



- xvii. ensure that schemes of work, lesson plans and lesson notes are developed and used in teaching for proper interpretation and implementation of curriculum;
- xviii. advise on appropriate course materials and equipment required in the department;
- xix. allocate duties and supervise staff within the department;
- xx. appraise staff in the department;
- xxi. ensure proper scheduling of instructional programmes and implementation in the department;
- xxii. ensure examinations and assessments are carried out;
- xxiii. promote the welfare, social and academic development of the staff and learners within the department for motivation, personal and professional growth and create sense of belonging;
- xxiv. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values for harmonious co-existence;
- xxv. ensure proper care and maintenance of departmental assets for example workshop tools and equipment related to the teaching areas;
- xxvi. maintain proper inventory of supplies entrusted to the department to ensure adequacy, accountability and optimal utilisation.

1.1.7.5 DEAN OF STUDENTS (TTC) T-SCALE 12

The Dean of Students deals with learners' welfare issues including; sharing information with learners, colleagues and other interested parties to promote learners success and development.

1.1.7.5.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Dean of Students (TTC) a teacher must:-

- i. have served as Senior Lecturer II T- Scale 11 or its equivalent for a minimum period of three (3) years ;
- ii. have masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;



- vi. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.7.5.2 DUTIES AND RESPONSIBILITIES

- i. The Duties of the Dean of Students shall be to:-
- ii. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- iii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iv. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- v. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- vi. enhance collaboration between the institution and schools to facilitate teaching practice;
- vii. initiate programmes aimed at improving teaching and learning in the area of specialization;
- viii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- ix. initiate research and consultancy activities in the departments;
- x. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xi. initiate publication of research and written materials for generation of knowledge;
- xii. organize curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xiii. participate in supervision of institutional and national examinations.
- xiv. promote welfare of all learners through management of health, accommodation, catering and transport facilities, within the institution;



- xv. coordinate co-curricular activities for example sports, drama, debate to ensure full participation by all learners;
- xvi. coordinate guidance and counselling activities in the institution to ensure confidentiality, personal welfare of the learners and harmonious co-existence;
- xvii. ensure learners discipline is maintained in liaison with the relevant authorities in the institution;
- xviii. promote dialogue between learners, Students' Council, teachers and the administration to promote mutual understanding;
- xix. provide leadership to the Student Council to understand their mandate, practice, consultation and dialogue with the administration and the coordination and organization of elections of Students' Council;
- xx. coordinate and supervise the Student's Council on preparation of budget estimates and expenditure in collaboration with the college finance officer;
- xxi. serve as the secretary to the institution's disciplinary committee;
- xxii. process learners leave of absence and inform the administration;
- xxiii. conduct orientation of new learners in the institution, to ensure they understand the code of regulations and the culture of the institution; and
- xxiv. prepare and issue leaving certificates for the learners.

1.1.7.6 DEAN OF CURRICULUM (TTC) T-SCALE 12

The Dean of Curriculum is responsible for the provision of administrative services and technical assistance to teaching staff in the areas of curriculum development, implementation and evaluation.

1.1.7.6.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Dean of Students (TTC) a teacher must:-

- i. have served as a Senior Lecturer II T- Scale 11 or its equivalent for a minimum period of three (3) years;
- ii. have masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;



- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.7.6.2 DUTIES AND RESPONSIBILITIES

The Duties of the Dean of Curriculum shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the teaching curriculum;
- iii. evaluate the learners in subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and schools to facilitate teaching practice;
- vi. initiate programmes aimed at improving teaching and learning in the area of specialization;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department;
- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate publication of research and written materials for generation of knowledge;
- xi. organize curricular and co-curricular activities for example music festivals and science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;



- xii. participate in supervision of institutional and national examinations.
- xiii. ensure that the institution has the current syllabus, interpret and coordinate its implementation;
- xiv. advise on changes in the curriculum and ensure teachers understand them through meetings, seminars and memos;
- xv. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, students reference materials are available in the classrooms, libraries to support effective teaching and learning;
- xvi. ensure proper scheduling of instructional programmes and implementation in the department;
- xvii. ensure examinations and assessments are carried out;
- xviii. ensure learners get appropriate teaching practice;
- xix. maintain learners' reports and academic records received from teaching practice coordinator and heads of departments.

1.1.7.7 REGISTRAR (TTC) T-SCALE 13

The Registrar is responsible for enrolment and registration of learners. He/she is also responsible for the integrity, accuracy, and security of all academic records of current and former learners.

1.1.7.7.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the position of Registrar (TTC) a teacher must:-

- i. have served at T- Scale 12 for a minimum period of three (3) years;
- ii. have a Masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.



The Duties of the Registrar (TTC) shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objective of the teaching curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, learners reference materials are available;
- v. coordinate the registration of learners for internal and external examinations;
- vi. induct new teachers and organise orientation of new learners in the institution to ensure they settle down to their routine work and understand the culture of the institution;
- vii. coordinate and supervise academic and professional training programmes for the learners to provide the necessary experience and exposure;
- viii. coordinate learners admission to ensure compliance to admission requirements and maintain standards;
- ix. coordinate the entire examination system and processes;
- x. ensure safe custody of examination results and certificates to prevent damage, loss or alteration;
- xi. coordinate the preparation and issuance of transcripts;
- xii. coordinate the compilation of the graduation booklets and present the graduands at the graduation ceremony;
- xiii. initiate and conduct research activities and publish teaching materials and manuals;
- xiv. serve as secretary to the Academic and Examination Board, Graduation Central Committee and Senior Management Committee.



- xv. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, learner reference materials are available ;
- xvi. coordinate the registration of learners for internal and external examinations with relevant examination bodies;
- xvii. induct new teachers and organise orientation of new learners in the institution to ensure they settle down to their routine work and understand the culture of the institution
- xviii. coordinate and supervise academic and professional training programmes for the learners;
- xix. coordinate learners admissions to ensure compliance to admission requirements and maintenance of standards;
- xx. coordinate the entire examination system and processes to ensure quality and integrity;
- xxi. ensure safe custody of examination results and certificates to prevent damage, loss or alteration;
- xxii. coordinate the preparation of transcripts;
- xxiii. liaise with other relevant education institutions for proper implementation of the curriculum ;
- xxiv. serve as secretary to the Academic and Examination Board, Graduation Central Committee and Senior Management Committee.

1.1.7.8 DEPUTY PRINCIPAL (TTC) T-SCALE 13

This position is responsible for the provision of the operational management to ensure service delivery in the institution. The role further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.



1.1.7.8.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a person must:-

- i. have served at T-Scale 12 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.7.8.2 DUTIES AND RESPONSIBILITIES

The Duties of the Deputy Principal shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objective of the curriculum;
- iii. evaluate learners in subjects of specialization to ensure achievement of learning objectives and prepare learners for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and schools to facilitate teaching practice;
- vi. initiate programmes aimed at improving teaching and learning in the area of specialization;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department;



- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. organize curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xi. participate in supervision of institutional and national examinations.
- xii. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values for harmonious co-existence;
- xiii. ensure discipline is maintained in the institution by the teachers, non-teaching staff and learners;
- xiv. supervise the interpretation and implementation of the curriculum by ensuring schemes of work, lesson plans are prepared by teachers;
- xv. ensure proper scheduling of instructional programmes and implementation in the department;
- xvi. ensure examinations and assessments are carried out;
- xvii. ensure that the necessary instructional materials are resourced, availed and utilised by the teachers and learners to support the curriculum implementation;
- xviii. in charge of stores requisition and maintenance of proper inventory for accountability and optimal utilisation;
- xix. responsible to the Principal for the supervision of teaching and non-teaching staff;
- xx. responsible to the Principal for the organisation and supervision of institution activities including maintenance of cleanliness and general repairs of buildings and equipment;
- xxi. serve as secretary to the staff meetings;
- xxii. Maintenance of staff and students records for example students registers, staff attendance, leave management forms, discipline cases and cash vouchers;
- xxiii. appraise teachers;
- xxiv. promote linkages between the institution and the neighbouring communities, parents, private sector organisations and other stakeholders for positive image of the institution, mobilization of resources and relevant support;



- xxv. ensure safety and security of the institution’s human and physical resources;
- xxvi. serve as secretary to the Academic and Examination Board, Graduation Central Committee and Senior Management Committee; and
- xxvii. chair Heads of Department meetings.

1.1.7.9 CHIEF PRINCIPAL (TTC) T-SCALE 15

The Chief Principal is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He/she also is charged with ensuring educational development of learners and the professional growth of staff of the institution. He/she leads the development and implementation of the institution’s strategy, work plans and budgets, and oversees the operations of the institution.

1.1.7.9.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Chief Principal (TTC) a teacher must:-

- i. have served at T- Scale 14 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal and performance contract process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. meet the requirements of Chapter Six of the Constitution of Kenya; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.7.9.2 DUTIES AND RESPONSIBILITIES

The Duties of the Chief Principal shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;



- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, students reference materials are available in the classrooms, libraries to support effective teaching and learning;
- v. oversee the registration of learners for internal and external examinations with relevant examination bodies;
- vi. induct new teachers and ensure orientation of new learners into the institution is undertaken ;
- vii. oversee and supervise academic and professional training programmes for learners to provide the necessary experience and exposure;
- viii. oversee admission of learners to ensure compliance to admission requirements;
- ix. oversee the entire examination system and processes for quality and integrity;
- x. ensure safe custody of examination results and certificates;
- xi. oversee the preparation and issuance of transcripts;
- xii. oversee the compilation of the graduation list and presentation of the graduands at the graduation ceremony;
- xiii. liaise with other relevant education institutions for proper implementation/evaluation of the curriculum;
- xiv. ensure learners are adequately prepared, registered and presented for national examinations in accordance with the regulations of the examining body;
- xv. identify the appropriate curriculum for the institution to provide more opportunities to the learners in the optional subjects;
- xvi. ensure safety and security of the institution's human and physical resources;
- xvii. interpret and implement policy decisions that pertain to the training, recruitment and deployment of staff for compliance with relevant rules and regulation ;
- xviii. promote linkages between the institution and other stakeholders for positive image as well as relevant support to the institution;
- xix. ensure appraisal of staff in the institution is undertaken;



- xx. promote the welfare of staff and learners within the institution for motivation, personal and professional growth and create sense of belonging;
- xxi. Ensure proper succession management for smooth transition at all levels in the institution;
- xxii. Serve as the Accounting Officer of the institution;
- xxiii. Manage the maintenance and upgrading of the institution's physical facilities;
- xxiv. Ensure adherence to the procurement regulations;
- xxv. Organize meetings such as staff meetings, Board of Management meeting, Parent meetings; and
- xxvi. Serve as the Secretary to the Board of Management.

1.1.8 SPECIAL NEEDS EDUCATION PRIMARY –SNE PRIMARY

1.1.8.1 SPECIAL NEEDS EDUCATION (SNE) TEACHER II- T- SCALE 7

This is the entry grade for Special Needs Education (SNE) Teachers in primary schools. Teachers at this grade are expected to gain mastery of class management, training, evaluation and recording progress of special needs learners.

1.1.8.1.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- ii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iii. have obtained diploma in special needs education or its equivalent;
- iv. have served as Primary Teacher I T- Scale 6 for a minimum period of three (3) years;
- v. have satisfactory rating in the performance appraisal process;
- vi. have successfully undertaken the relevant TPD modules
- vii. have been registered as a teacher and in possession of a valid Teaching certificate;
- viii. Meet the requirements of Chapter Six (6) of the Constitution of Kenya.



1.1.8.1.2 DUTIES AND RESPONSIBILITIES

The Duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learner to meet the objective of the curriculum;
- iii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. provide new ideas and programmes for improvement in the teaching and learning in the area of specialisation;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- vi. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- vii. organise workshops/ seminars/ symposiums to further knowledge in subject areas; and
- viii. organize remedial actions for learners to support underperforming learners.

1.1.8.2 SPECIAL NEEDS EDUCATION (SNE) TEACHER I – SNE T-SCALE 8

This is a promotional grade for SNE teachers in primary schools. A teacher at this grade is responsible for the provision of mentorship, supervision, professional support, counselling and guidance for special education teachers to promote their empowerment.

1.1.8.2.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as SNE Teacher II T-Scale 7 for a minimum period of three (3) years;
- ii. have successfully undertaken the relevant TPD modules;



- iii. have satisfactory rating in the performance appraisal process;
- iv. meet the requirements of Chapter Six (6) of the Constitution of Kenya; and
- v. meet any other requirement deemed necessary by the Commission.

1.1.8.2.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to :-

- i. collect, collate and maintain school records such as enrolment, teaching and learning resources, evaluation records, staff returns, lesson plans to ensure compliance with the teaching standards;
- ii. organize and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;
- iii. organize school based and zonal subject panels to enable teachers share knowledge, innovations and trends;
- iv. coordinate gender mainstreaming issues for teachers and learners in curricular and co-curricular activities;
- v. ensure discipline in school and arbitrate any disputes;
- vi. serve as Secretary to the School Disciplinary Committee;
- vii. supervise cleanliness and tidiness of pupils and the school compound;
- viii. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;
- ix. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learner to meet the objectives of the curriculum;
- x. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- xi. provide new ideas and programmes to ensure improvement in the teaching and learning in the area of specialisation;
- xii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;



- xiii. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xiv. organise workshops/ seminars/ symposiums to further knowledge in subject areas; and
- xv. organize remedial actions for learners to support underperforming learners.

1.1.8.3 SENIOR SNE TEACHER II – SNE T-SCALE 9

This is an administrative grade for SNE teachers in primary schools. A teacher at this grade is to provide leadership in the development and implementation of education plans, policies, programs and curriculum activities in the school. He /She will also be responsible for the educational development of learners with special needs and the professional development of the teaching staff.

1.1.8.3.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as Senior (SNE) Teacher I T- Scale 8 for a minimum period of three (3) years;
- ii. have successfully undertaken the relevant TPD modules;
- iii. have satisfactory rating in the performance appraisal process; and
- iv. meet the requirements of Chapter Six (6) of the Constitution of Kenya

1.1.8.3.2 DUTIES AND RESPONSIBILITIES.

The duties of a teacher at this level shall be to:-

- i. collect, collate and maintain school records such as enrolment, teaching and learning resources, evaluation records, staff returns and teacher preparation records for teaching staff and students in the school;
- ii. organise and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;



- iii. organize school based and zonal subject panels to enable teachers share knowledge, innovations and trends;
- iv. coordinate gender mainstreaming issues for teachers and learners in curricular and co-curricular activities;
- v. ensure discipline in school and arbitrate any disputes;
- vi. serve as Secretary to the school disciplinary committee; and
- vii. supervise cleanliness and tidiness of pupils and the school compound.

1.1.8.4 SENIOR SNE TEACHER I T – SCALE 10.

This is an administrative grade for SNE teachers in primary schools. A teacher at this grade is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He /She will also be responsible for the educational development of learners with special needs and the professional development of teaching staff.

1.1.8.4.1.1 REQUIREMENTS FOR APPOINTMENT.

For appointment to this grade a teacher must:-

- i. have served as Senior SNE Teacher II T-Scale 9 for a minimum period of three (3) years;
- ii. have successfully undertaken the relevant TPD modules;
- iii. have satisfactory rating in the performance appraisal process;
- iv. meet the requirements chapter Six (6) of the Constitution.

1.1.8.4.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to :-

- i. collect, collate and maintain all school records e.g. enrolment, teaching and learning resources, evaluation records, staff returns and teacher preparation records for teaching staff and students in the school to ensure compliance and proper records management;



- ii. organise and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;
- iii. organise school based and zonal subject panels to enable teachers share knowledge, innovations and trends;
- iv. coordinate gender mainstreaming issues for teachers and learners in curricular and co-curricular activities;
- v. ensure discipline in school and arbitrate any disputes;
- vi. serve as Secretary to the school disciplinary committee; and
- vii. supervise cleanliness and tidiness of pupils and the school compound.

1.1.8.5 DEPUTY HEAD TEACHER– SNE T-SCALE 11

This is an administrative grade for SNE teachers in primary schools. A teacher at this grade is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He /She will also be responsible for the educational development of learners with special needs and the professional development of teaching staff.

1.1.8.5.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as Senior (SNE) Teacher I T-Scale 10 for a minimum period of three (3) years;
- ii. be a holder of bachelors degree in education SNE option or its equivalent;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have satisfactory rating in the performance appraisal process;
- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.



1.1.8.5.2 DUTIES AND RESPONSIBILITIES.

The duties of a teacher at this level shall be to :-

- i. supervise the interpretation and adaptation of the curriculum by ensuring schemes of work, lesson plans and Individual Educational Programs are done by teachers;
- ii. ensure that Activities of Daily Living (ADL) programs, prevocational and vocational training programs are prepared and implemented;
- iii. oversee sourcing and utilisation of instructional materials by the teachers and learners;
- iv. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values;
- v. maintain discipline of the teachers, non-teaching staff and learners to create a conducive environment for learning;
- vi. in charge of stores requisition and maintenance of proper inventory to ensure accountability and optimal utilisation;
- vii. responsible to the head teacher for supervision of teaching and non-teaching staff;
- viii. responsible to the head teacher for the organisation and supervision of school activities including maintenance of cleanliness and general repairs of buildings and equipment;
- ix. serve as secretary to staff meetings,
- x. maintain staff and students records such as students registers, staff attendance, leave management forms, discipline cases, for accountability and easy of reference;
- xi. Appraise teachers to maintain education standards and for promotion purposes;
- xii. Promoting the positive linkages between the school and the neighbouring communities, parents, private sector organisations and other stakeholders for positive image of the institution, mobilization of resources and relevant support;
- xiii. Ensure safety and security of the institution's Human and Physical resources to mitigate losses and damages;
- xiv. Offer technical support as the chair during the head of departments meetings;



- xv. Prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- xvi. Teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the student to meet the objective of the teaching curriculum;
- xvii. Evaluate the students on subjects of specialisation to ensure learning achievement and prepare students for national and other examination to register good performance ratings;
- xviii. Initiate and conduct research activities and publish teaching materials and manuals for example set book, interpret them and stage drama, role-plays for their students to understand better the content and also assist other students in other institutions;
- xix. serve as a role model and maintain student discipline to create conducive environment for learning;
- xx. provide guidance and counselling services to the students to instil norms and values for harmonious coexistence;
- xxi. induct and guide new teachers and teacher trainees in the institution;
- xxii. provide input on curriculum development, implementation and evaluation to ensure the curriculum is relevant and achievable in the institution;
- xxiii. interpret the curriculum in the area of specialization to ensure effective teaching and learning;
- xxiv. adequately prepare learners for national and other examinations;
- xxv. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- xxvi. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance; and
- xxvii. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development.



The head teacher provides leadership in the development and implementation of education plans, policies, programs and curriculum activities. He/she is also charged with the educational development of learners with special needs and disabilities as well as professional development of staff. He/she also leads in the development and implementation of the institution's strategy, work plans and budgets, and oversees the operations of the institution.

1.1.8.6.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a teacher must:-

- i. have served as Senior (SNE) Teacher 1 T- Scale 10 for a minimum period of three (3) years;
- ii. be a holder of bachelors degree in education SNE option or its equivalent
- iii. have successfully undertaken the relevant TPD modules;
- iv. have satisfactory rating in the performance appraisal process;
- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.8.6.2 DUTIES AND RESPONSIBILITIES

The duties of the Head Teacher SNE shall be to:-

- i. ensure that special needs learners are adequately prepared, registered and presented for national examinations in accordance with the regulations of the examining body;
- ii. identify the appropriate curriculum for the institution to provide more opportunities to the special needs learners in the optional subjects offered in the curriculum;
- iii. ensure safety and security of the institution's human and physical resources;
- iv. interpret and implement policy decisions that relate to the training, recruitment and deployment of staff for compliance with relevant rules and regulations;
- v. promote linkages between the institution and other stakeholders for positive image of the institution and relevant support;



- vi. ensure appraisal of staff in the institution;
- vii. promote the welfare of staff and learners within the institution;
- viii. ensure proper succession management and staff career development;
- ix. serve as the Accounting Officer of the institution;
- x. manage and maintain and upgrade the institution's physical facilities;
- xi. procure, oversee the expending and keeping records;
- xii. organize meetings such as staff, Board of Management and Parents meetings;
- xiii. oversee follow up of issues related to absenteeism of special needs learners in line with the relevant laws.

1.1.9 SPECIAL NEEDS EDUCATION LECTURERS IN TVET

1.1.9.1 LECTURER III – SNE TVET T-SCALE 7

This is an entry grade for Lecturers in Special Needs Education in TVET institutions. Lecturers at this grade are expected to gain mastery of class management, training, evaluation and recording progress of special needs learners.

1.1.9.1.1 REQUIREMENTS FOR APPOINTMENT.

For appointment to this grade, a teacher must:-

- i. have a minimum mean grade of C+ at KCSE and a minimum of C+ in two teaching subjects;
- ii. have a Bachelor of Education Degree in the relevant technical area or a Higher Diploma plus a Diploma in Special Need Education or Bachelor's degree in Special Needs Education (SNE) from a recognized institution; or
- iii. have a bachelor's degree in a relevant technical area and a Post Graduate Diploma in Education from a recognized institution plus a Diploma in Special Need Education or bachelor's degree in Special Needs Education (SNE) from a recognized institution;
- iv. have a valid Teaching Certificate; and
- v. meet the requirements of chapter six (6) of the Constitution.



1.1.9.1.2 DUTIES AND RESPONSIBILITIES

The duties of a teacher at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learner to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialisation to ensure learning achievement and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- vi. Serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- vii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovation; and
- viii. participate in supervision of institutional and national examinations.

1.1.10 LECTURER II - SNE TVET T-SCALE 8

Lecturer II is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives. He/she is to prepare and impart knowledge, skills and attitudes to the learners to achieve the objectives of the curriculum.

1.1.10.1.1 REQUIREMENTS FOR APPOINTMENT.

For appointment to this grade, a teacher must:-



- i. have served as Lecturer III T-Scale 7 for a minimum period of three (3) years;
- ii. have a valid Teaching Certificate;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules; and
- v. meet the requirements of chapter six (6) of the constitution of Kenya.

1.1.10.1.2 DUTIES AND RESPONSIBILITIES

The duties of a lecturer at this level shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learner to achieve the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;
- vi. initiate programmes aimed at the improvement in the teaching and learning in the area of specialisation;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate publication of research and written materials for generation of knowledge;



- xi. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovation; and
- xii. participate in supervision of institutional and national examinations.

1.1.10.2 LECTURER I SNE TVET T – SCALE 9

Lecturer I is expected to provide mentorship, professional support, and guidance and counselling to the teachers in the school. He/she is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives. He/she is also to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum.

1.1.10.2.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a teacher must:-

- i. have served as Lecturer II T-Scale 8 for a minimum period of three (3) years;
- ii. have a valid Teaching Certificate;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules; and
- v. meet the requirements of chapter six (6) of the Constitution of Kenya.

1.1.10.2.2 DUTIES AND RESPONSIBILITIES

The duties of a Lecturer at this level shall be to:-

- i. induct and guide new Lecturers and teacher trainees;
- ii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- iii. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the school to ensure that the syllabus is covered in time for evaluation;



- iv. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learner to achieve the objectives of the curriculum;
- v. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vi. provide new ideas and programmes to ensure improvement in the teaching and learning at the area of specialisation;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate and conduct research activities and publish teaching materials and manuals;
- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate curriculum development process, its implementation and evaluation to ensure it is relevant;
- xi. organise workshops/ seminars/ symposiums to further knowledge in subject areas;
- xii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;

1.1.10.3 SENIOR MASTER/ MISTRESS III SNE TVET T-SCALE 10

The Senior Master/Mistress III is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives. He/she imparts knowledge, skills and attitudes to the learners to achieve the objectives of the curriculum. He/she also participates in the development of the schools' master timetable.

1.1.10.3.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a teacher must:-



- i. have served as Lecturer I T-Scale 9 or its equivalent for a minimum period of three (3) years;
- ii. have a valid Teaching Certificate;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules; and
- v. meet the requirements of chapter six (6) of the Constitution of Kenya; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.10.3.2 DUTIES AND RESPONSIBILITIES

The duties of a Senior Master/Mistress III shall be to:-

- i. interpret and implement policy decisions that pertain to their area of specialisation in the department to further knowledge;
- ii. induct and guide new lecturers and teacher trainees;
- iii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- iv. supervise the curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- v. prepare lesson plans, lesson notes, timetables, schemes of work and maintenance of academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- vi. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learner to achieve the objectives of the curriculum;
- vii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- viii. ensure proper care and maintenance of institutional assets such as workshop tools and equipment related to the teaching areas;
- ix. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;



- x. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- xi. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- xii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xiii. serve as a role model and maintain learner discipline to create conducive environment for learning;
- xiv. provide guidance and counselling services to the learners to instil norms and values for harmonious co-existence;
- xv. induct and guide new lecturers and teacher trainees;
- xvi. coordinate the curriculum development process, its implementation and evaluation to ensure the curriculum is relevant and achievable;
- xvii. adequately prepare learners for national and other examinations;
- xviii. ensure optimal utilisation of training and learning resources;
- xix. coordinate preparation and production of course materials to support curriculum delivery;
- xx. initiate publication of research and written materials for generation of knowledge;
- xxi. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xxii. initiate and supervise income generating projects to empower the learners for self-reliance and economic development; and
- xxiii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations.

1.1.10.4 SENIOR MASTER/ MISTRESS II SNE TVET T-SCALE 11

The Senior Master/Mistress II is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives. He/she impart knowledge, skills and attitudes to the learners to achieve the objectives of the curriculum. He/she also participates in the development of the schools' master timetable.



1.1.10.4.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a teacher must:-

- i. have served as Senior Master III T-Scale 10 for a minimum period of three (3) years;
- ii. have a valid Teaching Certificate;
- iii. have satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. meet the requirements of chapter six (6) of the constitution of Kenya; and
- vi. meet any other requirements deemed necessary by the Commission.

1.1.10.4.2 DUTIES AND RESPONSIBILITIES:

The duties of Senior Master/Mistress II shall be to:-

- i. interpret and implement policy decisions that pertain to their area of specialisation in the department to further knowledge;
- ii. induct and guide new lecturers and teacher trainees in school;
- iii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- iv. supervise the curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- v. prepare lesson plans, lesson notes, timetables, schemes of work and maintenance of academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- vi. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners to achieve the objectives of the curriculum;
- vii. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- viii. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;



- ix. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;
- x. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- xi. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- xii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xiii. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xiv. Induct and guide new lecturers and teacher trainees in the institution;
- xv. coordinate the curriculum development process, its implementation and evaluation to ensure it is relevant and achievable;
- xvi. adequately prepare learners for national and other examinations;
- xvii. ensure optimal utilisation of training and learning resources;
- xviii. coordinate the preparation and production of course materials to support curriculum delivery;
- xix. initiate publication of research and written materials for generation of knowledge;
- xx. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xxi. initiate and supervise income generating projects to empower the learners for self-reliance and economic development;
- xxii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations.

1.1.10.5 SENIOR MASTER/ MISTRESS I SNE TVET T-SCALE 12

This is a promotional grade for administrators in TVET special institutions. The Senior Master is expected to provide professional support, mentorship, guidance and counselling to the



lecturers in the institution. He/she is also responsible for day to day class supervision, management, training, evaluation and recording progress of learners.

1.1.10.5.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-

- i. have served as Senior Master/ Mistress II SNE TVET T-Scale11 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules ;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.10.5.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Lecturer at this grade shall be to :

- i. provide leadership in the formulation of strategies, objectives and activities for the respective departments;
- ii. offer guidance in the preparation of departmental budgets and work plans in the respective department to ensure optimal utilization of resources and maintenance of professional standards.
- iii. coordinate teaching of subjects and courses in respective departments;
- iv. coordinate all research activities and acquisition of reference materials for effective delivery of the curriculum;
- v. develop and maintain linkages and partnerships with other research institutions for benchmarking and exchange of knowledge;
- vi. coordinate examination activities to ensure credibility and integrity to the examinations administered in the institution;
- vii. collect, collate and maintain all departmental records such as enrolment, teaching and learning resources, evaluation records, staff returns and professional records;



- viii. organise and coordinate school based in-service programmes to upgrade lecturers' knowledge and skills for improved teaching and learning;
- ix. organise school based and zonal subject panels to facilitate lecturers to share knowledge, innovations and trends;
- x. coordinate mainstreaming of emerging issues for lecturers and learners in curricular and co-curricular activities such as gender equity and inclusivity of persons with disability; and
- xi. participate in the development of the school's master timetable.

1.1.10.6 REGISTRAR SNE TVET – T-SCALE 13

This is a promotional grade for administrative staff in TVET special institutions. The holder is expected to provide mentorship to lecturers in the institution and is responsible for delivery of the Technical Vocational Education and Training (TVET) curriculum. The role further provides input during the formulation of education plans and development of strategies to ensure that the institution achieves its mission and vision:

1.1.10.6.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-

- i. have served as Senior Master I T-Scale 12 for a minimum period of three (3) years or equivalent grade;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.10.6.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a lecturer at this grade shall be to:



- i. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, students reference materials are available in the classrooms, libraries to support effective teaching and learning;
- ii. coordinate the registration of students for internal and external examinations with relevant examination bodies;
- iii. induct new teachers and organise orientation of new students in the institution to ensure they settle down to their routine work and understand the culture of the institution;
- iv. coordinate and supervise academic and professional training programmes for the learners to provide the necessary experience and exposure;
- v. coordinate learners' admissions to ensure compliance to admission requirements;
- vi. coordinate the entire examination system and processes to ensure credibility and integrity;
- vii. ensure safe custody of examination results and certificates;
- viii. coordinate the preparation of transcripts and graduation booklet and present the graduands at the graduation ceremony;
- ix. liaise with the relevant education institutions for proper implementation of the curriculum; and
- x. serve as secretary to the Academic and Examination Board, Graduation Central Committee and Senior Management Committee.

1.1.10.7 DEAN OF STUDENTS SNE TVET – T-SCALE 13

This is a promotional grade for institutional administrators in TVET special institutions. The Dean of Students serves as an advocate for learners, shares information with learners, colleagues and other interested parties to promote learner success and development. He/she is also responsible for the coordination of administration of learner discipline in the institution.

1.1.10.7.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-



- i. have served as Senior Master I T-Scale 12 or an equivalent grade for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.10.7.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a lecturer at this grade shall be to:

- i. promote the welfare of all learners through management of health, accommodation, catering and transport facilities, and maintaining the records thereof;
- ii. coordinate co-curricular activities for example sports, drama, debate to ensure maximum and equitable participation by the learners;
- iii. ensure learners' discipline is maintained in liaison with the Deputy Principal's office and serve as the secretary to the institution's disciplinary committee;
- iv. coordinate elections of representatives to the students' council and promote dialogue and consultation between learners, students' council, teachers and the administration to enhance mutual understanding;
- v. process learners' leave of absence, their absence from scheduled college activities and advise the administration accordingly;
- vi. conduct orientation of new student in the institution, to ensure they understand the school code of regulations and the culture of the institution;
- vii. prepare and issue learners' leaving certificates;
- viii. advise on the appropriate learning materials and facilities required by learners;
- ix. coordinate guidance and counselling programmes and resolve students' disputes.

1.1.10.8 DEPUTY PRINCIPAL SNE TVET T-SCALE 13



The Deputy Principal SNE TVET is responsible for the provision of support to the head of the institution in the development and implementation of education plans, policies, and programs. He/she is also responsible for curriculum activities to promote the educational development of learners and the professional development of staff. He/she is also responsible for the provision of the operational management in the institution.

1.1.10.8.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-

- i. have served as Senior Master/Mistress 1 T-Scale 12 or an equivalent grade for a minimum period of three (3) years;
- ii. have a Masters degree in education or its equivalent;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.10.8.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Lecturer at this grade shall be to:

- i. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values for harmonious co-existence;
- ii. ensure proper discipline is maintained in the school by the teachers, non-teaching staff and learners to create a conducive environment for learning;
- iii. supervise the interpretation and implementation of the curriculum by ensuring schemes of work, lesson plans are prepared by teachers for improved teaching and learning and performance;



- iv. ensure examinations , assessments and proper scheduling of instructional programmes are implemented to facilitate feedback, remedial teaching and certification of learners;
- v. ensure the necessary instructional materials are sourced, availed and utilised by the teachers and learners to support curriculum implementation;
- vi. in charge of stores requisition and maintenance of proper inventory to ensure accountability and optimal utilisation;
- vii. responsible to the Principal for the supervision of teaching and non-teaching staff for proper discharge of tuition programmes;
- viii. responsible to the Principal for the organisation and supervision of school activities including maintenance of cleanliness and repairs of buildings and equipment;
- ix. serve as secretary to the staff meetings;
- x. maintain staff and learners' records such as learners' registers, staff attendance, leave management forms and discipline cases;
- xi. appraise teachers;
- xii. promote positive linkages between the school and the neighbouring communities, parents, private sector organisations and other stakeholders for positive image of the institution, mobilization of resources and relevant support;
- xiii. ensure safety and security of the institution's human and physical resources to mitigate losses and damages; and
- viii. serve as chair to the head of departments meetings.

1.1.10.9 CHIEF PRINCIPAL SNE TVET T-SCALE 15

The Chief Principal SNE TVET is responsible for provision of leadership in the development and implementation of education plans, policies and programs. He/she is also responsible for the implementation curriculum activities to promote the educational development of learners with special needs and disabilities and the professional development of staff. The position also leads in the development and implementation of the institution's strategy, work plans and budgets, and oversees the operations of the institution.



1.1.10.9.1 REQUIREMENTS FOR APPOINTMENT.

For appointment to this grade a Lecturer must be:-

- i. have served as Senior Principal T-Scale 14 or an equivalent grade for a minimum period of three (3) years;
- ii. have masters degree in education or its equivalent;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.10.9.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Chief Principal grade shall be to :-

- i. ensure that special needs learners are adequately prepared, registered and presented for national examinations in accordance with the regulations of the examining body;
- ii. identify the appropriate curriculum for the institution to provide more opportunities to the special needs learners in the optional subjects;
- iii. ensure safety and security of the institution's human and physical resources to mitigate losses and damages;
- iv. interpret and implement policy decisions that pertain to the training, recruitment and deployment of staff for compliance with relevant rules and regulations;
- v. promote linkages between the institution and other stakeholders for positive image of the institution and relevant support;
- vi. ensure appraisal of staff in the institution;
- vii. promote the welfare of all staff and special learners within the institution for motivation, personal and professional growth and create sense of belonging;
- viii. ensure proper succession management for career development and smooth transition;



- ix. serve as the Accounting Officer of the institution;
- x. manage, maintain and upgrade the institution's physical facilities;
- xi. oversee the procurement, expenditure and keeping of inventories to ensure availability of the necessary facilities and items and for audit purposes;
- xii. organize meetings such as staff, Board of Management and parents meetings;
- xiii. promote positive linkages between the school and the neighbouring communities, parents, private sector organisations and other stakeholders for positive image of the institution, mobilization of resources and relevant support;
- xiv. oversee follow up on issues related to absenteeism of special needs learners in line with the relevant laws.

1.1.11 TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) INSTITUTIONS

1.1.11.1 LECTURER III - T-SCALE 6

This is the entry grade for Technical Vocational Education and Training (TVET) Lecturers. Lecturers at this grade are expected to gain mastery of class management, training, evaluation and recording progress of learners in line with national objectives to prepare and impart knowledge, skills and attitudes to the learners.

1.1.11.1.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-

- i. have Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a diploma in a relevant technical field ; or
- iii. have a diploma in a relevant technical field plus a Diploma in Technical Education from a recognized institution;
- iv. have a valid Teaching certificate; and
- v. comply with the requirements of Chapter six (6) of the Constitution.



1.1.11.1.2 DUTIES AND RESPONSIBILITIES

The duties of Lecturer III shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution;
- ii. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;
- iii. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- vi. Serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- vii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations; and
- viii. participate in supervision of institutional and national examinations.

1.1.11.2 LECTURER II- TVET T-SCALE 7

This is a promotional grade for technical diploma holders and an entry for degree holders. A Lecturer at this grade is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives to prepare and impart knowledge, skills and attitudes to the learner and also meet the objectives of the curriculum.

1.1.11.2.1 REQUIREMENTS FOR APPOINTMENT



For appointment/promotion to this grade, a Lecturer must:-

- i. have Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have served as Lecturer III T Scale 6 for a minimum period of three years; or
- iii. have a Bachelor of Education Degree in the relevant technical field; or
- iv. have a bachelor's degree in a relevant technical field plus a Post Graduate Diploma in Education from a recognized institution;
- v. have a valid Teaching certificate;
- vi. have obtained a satisfactory rating in the performance appraisal process;
- vii. have successfully undertaken the relevant TPD modules; and
- viii. comply with the requirements of Chapter six (6) of the Constitution.

1.1.11.2.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Lecturer II shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution;
- ii. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- v. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;
- vi. initiate programmes aimed at the improvement in the teaching and learning at the area of specialisation;
- vii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- viii. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;



- ix. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- x. initiate the publication of research and written materials to provide contribution for generation of knowledge;
- xi. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xii. participate in supervision of institutional and national examinations.

1.1.11.3 LECTURER I - TVET T-SCALE 8

This is a promotional grade. A Lecturer at this grade is expected to provide mentorship, professional support, and guidance and counselling to learners in the institution. He/she is also responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives to prepare and impart knowledge, skills and attitudes to them so as to meet the objectives of the curriculum.

1.1.11.3.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a Lecture must:-

- i. Have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Bachelor of Education Degree in the relevant Technical field; or
- iii. have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have a valid Teaching certificate;
- v. must have served in the position of Lecturer II TVET T-Scale 7 for a minimum period of three years;
- vi. have obtained a satisfactory rating in the performance appraisal process;
- vii. have successfully undertaken the relevant TPD modules; and
- viii. comply with the requirements of Chapter six (6) of the Constitution.



1.1.11.3.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the lecturer shall be to :-

- i. interpret and implement policy decisions that pertain to technical education in the department to further the TVET agenda for industrialisation;
- ii. induct and guide new teachers and teacher trainees into the institution;
- iii. mentor and coach learners in the area of specialisation to improve knowledge skills and performance;
- iv. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution;
- v. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;
- vi. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vii. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- viii. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;
- ix. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- x. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- xi. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xii. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xiii. coordinate curriculum development, implementation and evaluation to ensure it is relevant and achievable in the institution;
- xiv. interpret the curriculum in the subject area to ensure effective teaching and learning;



- xv. ensure optimal utilisation of training and learning resources;
- xvi. coordinate the preparation and production of course materials to support curriculum delivery;
- xvii. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development;
- xviii. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations; and
- xix. participate in supervision of institutional and national examinations.

1.1.11.4 SENIOR LECTURER IV - TVET T-SCALE 9

This is a promotional grade for lecturers at TVET Institutions. The Senior Lecturer IV is responsible for day to day class management, training, evaluation and recording progress of learners in line with national and curriculum objectives to prepare and impart knowledge, skills and attitudes to the learners.

1.1.11.4.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a Lecture must:-

- i. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Bachelor of Education Degree in the relevant technical field; or
- iii. have a bachelor's degree or Higher Diploma in a relevant technical field plus a Post Graduate Diploma in Education;
- iv. have a valid Teaching certificate;
- v. must have served in the position of Lecturer I TVET T-Scale 8 for a minimum period of three years.
- vi. have obtained a satisfactory rating in the performance appraisal process;
- vii. have successfully undertaken the relevant TPD modules; and
- viii. comply with the requirements of Chapter six (6) of the Constitution.



1.1.11.4.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Lecturer at this grade shall be to:

- i. offer advisory services to the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations to keep up with the trends and emerging issues in the technical field;
- ii. interpret and implement policy decisions that pertain to technical education in the department to further the TVET agenda for industrialisation;
- iii. prepare lesson plans, lesson notes, master timetable, schemes of work and maintenance of academic standards in the institution;
- iv. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;
- v. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vi. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- vii. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for students and employment opportunities;
- viii. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- ix. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- x. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xi. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xii. induct and guide new teachers and teacher trainees into the institution;
- xiii. coordinate curriculum development, implementation and evaluation to ensure it is relevant and achievable in the institution;
- xiv. adequately prepare learners for national and other examinations;



- xv. ensure optimal utilisation of training and learning resources;
- xvi. coordinate the preparation and production of course materials to support curriculum delivery;
- xvii. initiate publication of research and written materials for generation of knowledge;
- xviii. mentor and coach staff in the area of specialisation to improve knowledge skills and performance;
- xix. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development;
- xx. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for students to share ideas and innovations; and
- xxi. participate in supervision of institutional and national examination.

1.1.11.5 SENIOR LECTURER III T-SCALE 10

This is a promotional grade. A Lecturer at this grade is responsible for day to day class management, training, evaluation and recording progress of learners in line with national and curriculum objectives to prepare and impart knowledge, skills and attitudes to them.

1.1.11.5.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a Lecturer must:-

- i. have Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Bachelor of Education Degree in the relevant technical field; or
- iii. have a bachelor's degree or Higher Diploma in relevant technical field plus a Post Graduate Diploma in Education;
- iv. have a valid Teaching certificate;
- v. have served in the position of Senior Lecturer IV T-Scale 9 for a minimum period of three years;
- vi. have obtained a satisfactory rating in the performance appraisal process;
- vii. have successfully undertaken the relevant TPD modules; and



- viii. comply with the requirements of Chapter six (6) of the Constitution.

1.1.11.5.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Senior Lecturer III shall be to:-

- i. offer advisory services to the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations to keep up with the trends and emerging issues in the technical field;
- ii. interpret and implement policy decisions that pertain to technical education in the department to further the TVET agenda for industrialisation;
- iii. prepare lesson plans, lesson notes, master timetable, schemes of work and maintain academic standards in the institution;
- iv. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;
- v. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vi. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- vii. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;
- viii. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- ix. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- x. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xi. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xii. induct and guide new teachers and teacher trainees into the institution;



- xiii. coordinate curriculum development, implementation and evaluation to ensure it is relevant and achievable in the institution;
- xiv. adequately prepare learners for national and other examinations;
- xv. ensure optimal utilisation of training and learning resources;
- xvi. coordinate preparation and production of course materials to support curriculum delivery;
- xvii. initiate publication of research and written materials for generation of knowledge;
- xviii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xix. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development;
- xx. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations; and
- xxi. participate in supervision of institutional and national examinations;

1.1.11.6 SENIOR LECTURER II TVET T-SCALE 11

This is a promotional grade. The Senior Lecturer II TVET is responsible for day to day class management, training, evaluation and recording progress of learners in line with national objectives to prepare and impart knowledge, skills and attitudes to the learner and also meet the objectives of the curriculum.

1.1.11.6.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must:-



- i. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Bachelor of Education Degree in a relevant technical field;
- iii. have a bachelor's degree or Higher Diploma in a relevant technical field plus a Post Graduate Diploma in Education;
- iv. have a valid Teaching certificate;
- v. have served in the position of Senior Lecturer III T Scale 10 for a minimum period of three years;
- vi. have obtained a satisfactory rating in the performance appraisal process;
- vii. have successfully undertaken the relevant TPD modules;
- viii. comply with the requirements of Chapter six (6) of the Constitution; and
- ix. meet any other requirement deemed necessary by the Commission.

1.1.11.6.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Lecturer at this grade shall be to:-

- i. offer advisory services to the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations to keep up with the trends and emerging issues in the technical field;
- ii. interpret and implement policy decisions that pertain to technical education in the department to further the TVET agenda for industrialisation;
- iii. prepare lesson plans, lesson notes, master timetable, schemes of work and maintain academic standards in the institution;
- iv. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;
- v. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vi. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- vii. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities;



- viii. initiate implementation of programmes aimed at improving teaching and learning in the area of specialisation;
- ix. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- x. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xi. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xii. induct and guide new teachers and teacher trainees into the institution;
- xiii. coordinate curriculum development, implementation and evaluation to ensure it is relevant and achievable;
- xiv. adequately prepare learners for national and other examinations;
- xv. ensure optimal utilisation of training and learning resources;
- xvi. coordinate the preparation and production of course materials to support curriculum delivery;
- xvii. initiate publication of research and written materials for generation of knowledge;
- xviii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xix. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development;
- xx. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for students to share ideas and innovations;
- xxi. participate in supervision of institutional and national examinations;

1.1.11.7 SENIOR LECTURER I TVET T-SCALE 12

This is a promotional grade for Lecturers in TVET institutions. A Lecturer at this grade is responsible for day to day class management, training, evaluation and recording progress of



learners in line with national and curriculum objectives to prepare and impart knowledge, skills and attitudes to them.

1.1.11.7.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a lecturer must: -

- i. have Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Bachelor of Education Degree in a relevant technical field; or
- iii. have a bachelor's degree or Higher Diploma in a relevant technical field plus a Post Graduate Diploma in Education;
- iv. have a valid Teaching certificate;
- v. have served in the position of Senior Lecturer II T Scale 11 for a minimum period of three years.
- vi. have successfully undertaken the relevant TPD modules;
- vii. comply with the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.11.7.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities shall be:

- i. offer advisory services to the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations to keep up with the trends and emerging issues in the technical field;
- ii. interpret and implement policy decisions that pertain to technical education in the department to further the TVET agenda for industrialisation;
- iii. prepare lesson plans, lesson notes, master timetable, schemes of work and maintain academic standards in the institution;
- iv. teach the subjects of specialisation to prepare and impart knowledge, skills and attitudes to the learners;



- v. evaluate the learners on subjects of specialisation to ensure achievement of learning objectives and prepare them for national and other examinations;
- vi. ensure proper care and maintenance of institutional assets for example workshop tools and equipment related to the teaching areas;
- vii. enhance collaboration between the institution and industries to facilitate industrial attachment, hands-on experience for learners and employment opportunities
- viii. initiate implementation of programmes aimed at improving teaching and learning in the area of specialisation;
- ix. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- x. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- xi. serve as a role model, maintain learners discipline and provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xii. induct and guide new teachers and teacher trainees into the institution;
- xiii. coordinate the curriculum development, implementation and evaluation to ensure it is relevant and achievable;
- xiv. adequately prepare learners for national and other examinations;
- xv. ensure optimal utilisation of training and learning resources;
- xvi. coordinate preparation and production of course materials to support curriculum delivery;
- xvii. initiate publication of research and written materials for generation of knowledge;
- xviii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xix. initiate and supervise technical and income generating projects to empower the learners for self-reliance and economic development;
- xx. organise curricular and co-curricular activities for example music festivals, science congress to enhance learning and provide a broad spectrum for learners to share ideas and innovations;



- xxi. participate in supervision of institutional and national examinations;

1.1.11.8 SENIOR MASTER IV-TVET T-SCALE 9

This is an entry grade for institutional administrators in TVET institutions. The Senior Master is expected to provide professional support, mentorship, guidance and counselling to the lecturers in the institution. He/she is also responsible for day to day class supervision, management, training, evaluation and recording progress of learners.

1.1.11.8.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Master IV, a lecturer must:-

- i. have served as Lecture I T-Scale 8 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.11.9 SENIOR MASTER III-TVET T-SCALE 10

This is a promotional grade for Technical institutional Administrators in TVET institutions. The Senior Master is expected to provide professional support, mentorship, guidance and counselling to the lecturers in the institution. He/she is also responsible for day to day class supervision, management, training, evaluation and recording progress of learners.

1.1.11.9.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Master III TVET, a lecturer must:-



- i. have served as Senior Master IV TVET T-Scale 9 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.11.10 SENIOR MASTER II-TVET T-SCALE 11

This is a promotional grade for administrators in TVET institutions. The Senior Master II is expected to provide professional support, mentorship, guidance and counselling to the lecturers in the institution. He/she is also responsible for day to day class supervision, management, training, evaluation and recording progress of learners.

1.1.11.10.1 REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Master II TVET, a lecturer must:-

- i. have served as Lecture III T-Scale 10 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.11.11 SENIOR MASTER I-TVET T-SCALE 12

This is a promotional grade for administrators in TVET institutions. The Senior Master 1 is expected to provide professional support, mentorship, guidance and counselling to the lecturers in the institution. He/she is also responsible for day to day class supervision, management, training, evaluation and recording progress of learners.

1.1.11.11.1 REQUIREMENTS FOR APPOINTMENT



For appointment to the grade of Senior Master I, a lecturer must:-

- i. have served as Senior Master II T-Scale 11 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. have a valid Teaching Certificate;
- v. comply with the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirement deemed necessary by the Commission.

1.1.11.11.2 DUTIES AND RESPONSIBILITIES OF SENIOR MASTER IV, III, II AND I TVET T – SCALE 9, 10, 11 AND 12

The duties and responsibilities of Senior Master IV, III, II and I TVET shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. provide leadership in the formulation of strategies, objectives and activities for the respective departments;
- v. offer guidance in the preparation of departmental budget and work plans in the respective departments to ensure optimal utilization of resources and maintenance of professional standards;
- vi. provide leadership in the co-ordination of the teaching of subjects and courses in respective departments;
- vii. coordinate all research activities and acquisition of reference materials for effective curriculum delivery;
- viii. develop and maintain linkages and partnerships with other research institutions for benchmarking and exchange of knowledge;



- ix. coordinate examinations administered in the institution to ensure credibility and integrity;
- x. collect, collate and maintain all departmental records such as enrolment, teaching and learning resources, evaluation records, staff returns and professional records;
- xi. organise and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;
- xii. appraise staff in the department;
- xiii. organise school based and zonal subject panels to facilitate sharing of knowledge, innovations and trends; and
- xiv. coordinate mainstreaming of gender equity and inclusivity of persons with disabilities in curricular and co-curricular activities for teachers and learners.

1.1.11.12 DEAN OF STUDENTS III - TVET T-SCALE 11

The Dean of Students III TVET serves as an advocate for learners, sharing information with learners, colleagues and other interested parties to promote learner success and development. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

1.1.11.12.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Senior Master III T-Scale 10 for a minimum period of three (3) years;
- ii. have Masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.13 DEAN OF STUDENTS II - TVET T-SCALE 12



This is a promotional grade for institutional administrators in TVET institutions. The Dean of Students II TVET serves as an advocate for learners, sharing information with learners, colleagues and other interested parties to promote learner success and development. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

1.1.11.13.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Dean of Students III or Senior Master II T-Scale 11 for a minimum period of three (3) years;
- ii. have masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. comply with the requirements of Chapter six (6) of the Constitution;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.14 DEAN OF STUDENTS I - TVET T-SCALE 13

This is a promotional grade for institutional administrators in TVET institutions. The Dean of Students I serves as an advocate for learners, sharing information with learners, colleagues and other interested parties to promote learner success and development. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

1.1.11.14.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Dean of Students II or Senior Master I T-Scale 12 for a minimum period of three (3) years;



- ii. have masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.14.2 DUTIES AND RESPONSIBILITIES OF DEAN OF STUDENTS III, II AND I TVET T-SCALE 11, 12 AND 13

The duties and responsibilities of Dean of Students III, II and I shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum;
- iii. evaluate the learners in subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. promote the welfare of learners through management of health, accommodation, catering and transport facilities, and maintaining the records thereof;
- v. coordinate co-curricular activities for example sports, drama, debate to ensure full participation by all learners;
- vi. coordinate guidance and counselling activities in the institution to ensure confidentiality, personal welfare of the learners and harmonious co-existence;
- vii. ensure learners discipline is maintained in liaison with the relevant authorities in the institution;
- viii. serve as secretary to the institution's disciplinary committee;
- ix. promote dialogue between learners, Students' Council, teachers and the administration;



- x. provide leadership to the Student Council to understand their mandate, practice, consultation and dialogue with the administration and the coordination and organization of elections of Students' Council;
- xi. coordinate and supervise the Student's Council on preparation of budget estimates and expenditure in collaboration with the institution's finance officer;
- xii. process learners leave of absence and inform the administration;
- xiii. conduct orientation of new learners in the institution, to ensure they understand the regulations and the culture of the institution;
- xiv. prepare and issue learners' leaving certificates;
- xv. advise on the appropriate learning materials and facilities required by learners; and
- xvi. resolve students' disputes.

1.1.11.15 REGISTRAR III TVET T-SCALE 11

This is a promotional position for administrators in TVET institutions. The Registrar III is responsible for enrolment and registration of learners. He/she is also responsible for the integrity, accuracy, and security of all academic records of current and former learners. He/she is expected to provide mentorship to lecturers in the institution and ensure delivery of the Technical Vocational Education and Training (TVET) curriculum in the institution. He/she participates in the formulation of education plans and development of strategies to ensure that the institution achieves its mission and vision.

1.1.11.15.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Senior Master III or Senior Lecturer III T-Scale 10 for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. have a valid Teaching Certificate;



- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.16 REGISTRAR II TVET T-SCALE 12

This is a promotional position for administrators in TVET institutions. The Registrar II is responsible for enrolment and registration of learners. He/she is also responsible for the integrity, accuracy, and security of all academic records of current and former learners. He/she is expected to provide mentorship to lecturers in the institution and ensure delivery of the Technical Vocational Education and Training (TVET) curriculum in the institution. He/she participates in the formulation of education plans and development of strategies to ensure that the institution achieves its mission and vision.

1.1.11.16.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Registrar III, Dean of Students III or Senior Master II T-Scale 11 for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. comply with the requirements of Chapter six (6) of the Constitution;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.17 REGISTRAR I TVET T-SCALE 13

This is a promotional position for administrators in TVET institutions. The Registrar I is responsible for enrolment and registration of learners. He/she is also responsible for the integrity, accuracy, and security of all academic records of current and former learners. He/she is expected to provide mentorship to lecturers in the institution and ensure delivery of the Technical Vocational Education and Training (TVET) curriculum in the institution. He/she participates in



the formulation of education plans and development of strategies to ensure that the institution achieves its mission and vision.

1.1.11.17.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Dean of Students II or Senior Master I T-Scale 12 for a minimum period of three (3) years;
- ii. have a masters degree in a relevant area;
- iii. have obtained a satisfactory rating in the performance appraisal process;
- iv. have successfully undertaken the relevant TPD modules;
- v. comply with the requirements of Chapter six (6) of the Constitution;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.17.2 DUTIES AND RESPONSIBILITIES OF REGISTRAR III, II AND I TVET T- SCALE 11, 12 AND 13:

The duties and responsibilities of Registrar III, II and I TVET shall be to:-

- i. prepare lesson plans, lesson notes, timetables, schemes of work and maintain academic standards in the institution to ensure that the syllabus is covered in time for evaluation;
- ii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners to meet the objective of the teaching curriculum;
- iii. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- iv. ensure adequate curriculum support materials such as text books, handbooks, teacher guides, students reference materials are available;
- v. coordinate the registration of students for internal and external examinations with relevant examination bodies;
- vi. induct new teachers and organise orientation of new learners into the institution;



- vii. coordinate and supervise academic and professional training programmes for the learners to provide the necessary experience and exposure;
- viii. coordinate learners' admissions to ensure compliance to admission requirements;
- ix. coordinate the examination system and processes to enhance credibility and integrity;
- x. ensure safe custody of examination results and certificates;
- xi. coordinate the preparation and issuance of transcripts;
- xii. coordinate the compilation of graduation lists and present the graduands at the graduation ceremony;
- xiii. liaise with the relevant education institutions for proper implementation of the curriculum; and
- xiv. serve as secretary to the institution's Academic and Examination Board, Graduation Central Committee and Senior Management Committee.

1.1.11.18 DEPUTY PRINCIPAL IV T-SCALE 10

This is a promotional position and an entry grade for Deputy Principals in TVET institutions. The Deputy Principal IV is responsible for management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.11.18.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Senior Master IV T-Scale 9 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a valid Teaching Certificate; and
- vi. meet any other requirement deemed necessary by the Commission.



1.1.11.19 DEPUTY PRINCIPAL III T-SCALE 11

This is a promotional position for Deputy Principal in TVET institutions. The Deputy Principal III is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.11.19.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal IV or Senior Master III T-Scale 11 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a master's degree in a relevant area;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission;

1.1.11.20 DEPUTY PRINCIPAL II T-SCALE 12

This is a promotional position for Deputy Principals in TVET institutions. The Deputy Principal II is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.11.20.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal III or Senior Master II T-Scale 11 for a
- ii. minimum period of three (3) years;
- iii. have obtained a satisfactory rating in the performance appraisal process;



- iv. have successfully undertaken the relevant TPD modules;
- v. must have a master's degree in a relevant area
- vi. have a valid Teaching Certificate;
- vii. comply with the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

1.1.11.21 DEPUTY PRINCIPAL I T-SCALE 13

This is a promotional position for Deputy Principals in TVET institutions. The Deputy Principal I is responsible for the management of operations in the institution to ensure service delivery. He/she further provides support to the head of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

1.1.11.21.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal II or Senior Master I T-Scale 12 for a minimum period of three (3) years;
- ii. have a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a master's degree in a relevant area;
- vi. have a valid Teaching Certificate; and meet any other requirement deemed necessary by the Commission.

1.1.11.21.2 DUTIES AND RESPONSIBILITIES OF DEPUTY PRINCIPAL IV, III, II AND I T SCALE 10, 11, 12 AND 13

The duties and responsibilities of Deputy Principal IV, III, II and I shall be to:-

- i. maintain discipline in the institution among the teachers, non-teaching staff and learners to create a conducive learning environment;



- ii. supervise the interpretation and implementation of the curriculum by ensuring schemes of work, lesson plans are done by teachers for improved teaching and learning performance;
- iii. ensure examinations, assessments and scheduling of instructional programmes are implemented to facilitate feedback, remedial teaching and certification of learners;
- iv. ensure instructional materials are sourced, availed and utilized by the teachers and learners to support curriculum implementation;
- v. in charge of stores requisition and maintenance of proper inventory to ensure accountability and optimal utilisation;
- vi. responsible to the Principal for the supervision of teaching and non-teaching staff for proper discharge of tuition programmes;
- vii. serve as secretary to staff meetings;
- viii. maintain staff and learner's records for example learner's registers, staff attendance, leave management forms, discipline cases;
- ix. coordinate staff appraisal in the institution;
- x. promote positive linkages between the school and the neighbouring communities, parents, private sector organisations and other stakeholders for positive image of the institution, mobilization of resources and relevant support;
- xi. chair Senior Masters' departmental meetings;
- xii. teach the subjects of specialization to prepare and impart knowledge, skills and attitudes to the learners;
- xiii. induct and guide new teachers and teacher trainees in the institution;
- xiv. mentor and coach staff in the area of specialization to improve knowledge, skills and performance;
- xv. facilitate preparation, registration and presentation of learners for the national examinations in accordance with the regulations of the examining body;



This is a promotional position and entry grade for Principals of TVET institutions. The Principal is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He/she also is charged with ensuring educational development of learners and the professional growth of staff of the institution. He/she leads the development and implementation of the institution's strategy, work plans and budgets, and oversees the operations of the institution.

1.1.11.22.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Deputy Principal II or Senior Master I T-Scale 12 for a minimum period of three (3) years;
- ii. have obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. must have a master's degree in a relevant area;
- v. have a valid Teaching Certificate;
- vi. comply with the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.23 SENIOR PRINCIPAL - TVET T-SCALE 14

This is a promotional grade for Principals of TVET institutions. The Senior Principal is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He/she also is charged with ensuring educational development of learners and the professional growth of staff of the institution. He/she leads the development and implementation of the institution's strategy, work plans and budgets, and oversees the operations of the institution.

1.1.11.23.1 REQUIREMENTS FOR APPOINTMENT



For appointment to this grade one must:-

- i. have served as Principal or Deputy Principal I, T-Scale 13 for a minimum period of three (3) years;
- ii. have a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a master's degree in a relevant area
- vi. Have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.

1.1.11.24 CHIEF PRINCIPAL - TVET T-SCALE 15

This is a promotional position and the highest grade for Principals of TVET institutions. The Chief Principal is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities. He/she also is charged with ensuring educational development of learners and the professional growth of staff of the institution. He/she leads the development and implementation of the institution's strategy, work plans and budgets, and oversees the operations of the institution.

1.1.11.24.1 REQUIREMENTS FOR APPOINTMENT

For appointment to this grade one must:-

- i. have served as Senior Principal or Deputy Director T-Scale 14 for a minimum period of three (3) years;
- ii. have a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. comply with the requirements of Chapter six (6) of the Constitution;
- v. have a Master's Degree in a relevant area;
- vi. have a valid Teaching Certificate; and
- vii. meet any other requirement deemed necessary by the Commission.



1.1.11.24.2 DUTIES AND RESPONSIBILITIES OF PRINCIPAL, SENIOR PRINCIPAL AND CHIEF PRINCIPAL T-SCALE 13, 14 AND 15

The duties and responsibilities of Principal, Senior Principal and Chief Principal shall be to:-

- i. ensure compliance with professional practice and integrity in the institution;
- ii. supervise and evaluate the implementation of the institutional curriculum;
- iii. assign teaching and other official duties to staff in the institution;
- iv. undertake a teaching load as per the staffing norm;
- v. provide leadership by creating a conducive learning environment that promotes inclusivity;
- vi. updating the Commission and other stakeholders on the institution's performance;
- vii. offer technical and professional advice to the Board of Management and other stakeholders within the institution;
- viii. oversee maintenance of teaching standards by ensuring professional records including schemes of work, lesson notes and records of work are prepared;
- ix. ensure that learners are adequately prepared, registered and presented for national examinations in accordance with the regulations of the examining body;
- x. ensure appropriate instructional materials are sourced, availed and utilized by the teachers and learners to support curriculum implementation;
- xi. support development and implementation of education and training policies developed by Government from time to time;
- xii. ensure prudent management and maintenance of the institutional resources;
- xiii. be responsible for sound financial management and compliance with provisions of Public Procurement and Disposal Act (2015);
- xiv. serve as chief Accounting Officer of the institution;
- xv. identify, initiate and oversee required infrastructure development for the institution;
- xvi. mentor and coach staff in the institution to enhance work performance;
- xvii. ensure safe custody of the institutional records;
- xviii. develop the institutional plans and ensure academic targets and objectives are met;



- xix. take responsibility for the development of the institution's budget and procurement plan;
- xx. Offer technical and professional advice to the Board of Management and other stakeholders within the institution;
- xxi. serve as secretary to the Board of Management;
- xxii. ensure safety and security of learners and resources within the institution;
- xxiii. promote linkages between the institution and stakeholders for positive image, learners' internship and other relevant support;
- xxiv. create a conducive environment for teaching and learning;
- xxv. oversee staff appraisal including Teacher Performance Appraisal and Development (TPAD); and
- xxvi. implement the Institution's performance contract.

