

# **TEACHERS SERVICE COMMISSION**



## **CAREER PROGRESSION GUIDELINES FOR TEACHERS**

**2018**

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## **FOREWORD**

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;  
Teacher Training Colleges (TTCs);
- iv. Kenya Institute of Special Education, (KISE);
- v. Centre for Mathematics, Science and Technology Education in Africa (CEMASTEAM); and
- vi. 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: -

**PRIMARY**

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

**SECONDARY**

- a) KCSE C+ (Plus) and a Diploma in Education
- b) KCSE C+ (Plus) and a Bachelor's Degree in Education.
- c) KCSE C+ (Plus) and a Bachelor's Degree in any other relevant area plus a Postgraduate Diploma in Education.
- d) KCSE C (Plain), Diploma, and Bachelor's Degree in Education.
- e) 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.

**TECHNICAL**

- a) KCSE C+ (Plus) and a Diploma in a relevant technical subject plus a Diploma in Technical Education.
- b) KCSE C- (Minus), Certificate, Diploma and Bachelor's Degree in a relevant subject area plus a Diploma in Technical Education.

- c) KCSE C- (Minus), Certificate, Diploma and Higher Diploma in a relevant subject area plus a Diploma in Technical Education.
- d) KCSE C+ (Plus) and Bachelor's Degree in Education Technology.
- e) KCSE C+ (Plus) and Bachelor's Degree/ Higher Diploma in a relevant technical subject plus a Postgraduate Diploma in Education.

### **SPECIAL NEEDS EDUCATION**

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

#### **Note:**

1. *For post primary institutions, teachers (except visually and hearing impaired) must have attained a minimum of C+ (Plus) in the teaching subjects.  
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.*
2. *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 **8<sup>th</sup> 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 **8<sup>th</sup> 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) :-
  - a) SNE Primary – five (5) grades;
  - b) SNE Secondary – eight (8) grades; and
  - c) 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 Teachers Education Certificate holders;
- ii. Secondary Teacher III / Lecturer III T-Scale 6 and Secondary Teacher II /Lecturer II T-Scale 7 for Diploma holders; and
- 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.

The Job descriptions and specifications for appointment to various cadres are as particularized below:

## **2.3 PRIMARY SCHOOL TEACHERS**

### **2.3.1 PRIMARY TEACHER II T-SCALE 5**

This is the entry grade for primary school teachers.

## **REQUIREMENTS FOR APPOINTMENT**

To qualify 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 a Primary Teacher Certificate (PTE) or its approved equivalent;  
have been registered as a teacher and in possession of a valid Teaching Certificate;
- iii. meet the requirements of Chapter Six (6) of the Constitution; and

- iv. any other requirement the Commission may deem necessary.

## **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
- v. learning in the subjects of specialisation;
- vi. ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning;
- vii. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- viii. provide guidance and counselling services to learners to instil norms and values for harmonious co-existence;
- ix. ensure safety and health of learners;
- x. ensure cleanliness of the school compound and tidiness of learners;
- xi. participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in the subject areas;

- xii. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents;
- xiii. organize remedial actions to support learners with performance gaps; and
- xiv. any other duty as may be assigned.

### **2.3.2 PRIMARY TEACHER I- T-SCALE 6**

This is a promotional grade for primary school teachers.

#### **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 classroom management;
- vi. meet the requirements of Chapter Six (6) of the Constitution; and
- vii. any other requirement the Commission may deem necessary.

#### **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 safety and health of learners;
- vi. ensure cleanliness of the school compound and tidiness of learners;
- vii. ensure consistency and improvement in curriculum delivery through teamwork and collaborative planning;
- viii. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- ix. provide guidance and counselling services to learners to instil norms and values for harmonious co-existence;
- x. participate in workshops/seminars/symposiums to share ideas, and enhance knowledge in subject areas;
- xi. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii. organize remedial actions for learners with performance gaps.

### **2.3.3 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.

## **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.

## **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 safety and health of learners;
- xv. ensure cleanliness of the school compound and tidiness of learners;
- xvi. ensure discipline in school and arbitrate disputes among learners;
- xvii. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents;
- xviii. serve as secretary to the school disciplinary committee;
- xix. any other duty as may be assigned.



### **2.3.4 SENIOR TEACHER I – T-SCALE 8**

This is a promotional grade for institutional administrators in Primary Schools. Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **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 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.

#### **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; organise workshops/seminars/symposiums to share ideas and further knowledge in subjects areas;
- xvii. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents;
- xviii. organize remedial actions to support learners with performance gaps; and
- xix. any other duty as assigned.

### **2.3.5 DEPUTY HEAD TEACHER II- T-SCALE 9**

This is a promotional grade for institutional administrators in primary schools. The Deputy Head Teacher II will report to the Head Teacher. He/she will be required to have knowledge on the development and implementation of the curriculum, education policies and programmes.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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; have satisfactory rating in the performance appraisal;
- ii. have successfully undertaken the relevant TPD modules;
- iii. have a valid Teaching Certificate;
- iv. have demonstrated ability to supervise, mentor and provide professional support to other teachers;

- v. meet the requirements of Chapter Six (6) of the Constitution; and
- vi. meet any other requirement the Commission may deem necessary.

### **2.3.6 DEPUTY HEAD TEACHER I T-SCALE 10**

This is a promotional grade for institutional administrators in primary schools. The Deputy Head Teacher I will report to the Head Teacher. He/she will be required to have knowledge on the development and implementation of the curriculum, education policies and programmes.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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.

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

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

- xii. 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;
- xiii. ensure safety and security of learners and institutional resources;
- xiv. 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;
- xv. teach the subjects of specialization to impart knowledge, skills and attitudes to the learners;
- xvi. evaluate learners in subjects of specialisation and prepare them for national and other examinations;
- xvii. introduce new ideas and programmes to ensure improvement in teaching and learning in the subjects of specialisation;
- xviii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xix. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- xx. provide guidance and counselling services to the learners to instil norms and values for harmonious co-existence;
- xxi. Participate in curriculum development process, its implementation and evaluation to ensure the curriculum is relevant and achievable in schools;
- xxii. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xxiii. organize workshops/seminars/symposiums to share ideas and further knowledge in subject areas;

- xxiv. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents;
- xxv. organize remedial actions to support learners with performance gaps; and
- xxvi. any other assigned as may be assigned.

### **2.3.7 HEAD TEACHER T-SCALE 10**

This is a promotional grade for institutional administrators in primary schools. The Head Teacher is the lead educator and the accounting officer in the school. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 process;
- iv. have successfully undertaken the relevant TPD modules;

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

### **2.3.8 SENIOR HEAD TEACHER T- SCALE 11**

This is a promotional grade for institutional administrators in primary schools. The Senior Head Teacher is the lead educator and the accounting officer in the school. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

To qualify for appointment to the grade of Senior Head Teacher, 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 process and/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.

### **DUTIES AND RESPONSIBILITIES OF HEAD TEACHER & SENIOR HEAD TEACHER TSCALE 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 learners;
- 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; ensure safety and health of learners;
- x. ensure security of institutional resources;
- xi. introduce new ideas and programmes for improvement in teaching and learning in the subjects of specialisation;
- xii. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents;
- xiii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement in curriculum delivery;
- xiv. serve as a role model and maintain learner discipline to create a conducive environment for learning;
- xv. provide guidance and counselling services to learners so as to instil norms and values for harmonious co-existence;
- xvi. participate in curriculum development process, its implementation and evaluation so as to ensure that the curriculum is relevant and achievable in schools;
- xvii. interpret the curriculum in all subjects to ensure effective teaching and learning;
- xviii. organize workshops/seminars/symposiums to share ideas and further knowledge in subject areas;
- xix. organize remedial actions to support learners with performance gaps;

- xx. ensure learners are adequately prepared, registered and presented for the National Examinations in accordance with the Kenya National Examination Council Regulations;
- xxi. interpret and implement policy decisions that pertain to training, recruitment and deployment of staff in compliance with relevant laws and regulations;
- xxii. ensure appraisal of staff in the school;
- xxiii. promote the welfare of all staff and learners within the school for motivation, personal and professional growth;
- xxiv. manage issues of succession in the school;
- xxv. serve as the accounting officer of the school to ensure prudent utilisation and accounting for the financial resources in the school;
- xxvi. manage the school's physical facilities for proper maintenance and upgrading on a regular basis;
- xxvii. oversee procurement of goods and services, maintain inventories to ensure availability of the necessary facilities and items;
- xxviii. organize staff, Board of Management and parents meetings;
- xxix. serve as secretary to the Board of Management;
- xxx. facilitate access and retention of learners in the school;
- xxxi. any other as may be assigned.

## **2.4 SECONDARY TEACHERS**

### **2.4.1 SECONDARY SCHOOL TEACHER III T-SCALE 6**

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

## **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.

### **2.4.2 SECONDARY TEACHER II –T- SCALE 7**

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

## **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 Bachelor's Degree in Education with two teaching subjects; or a Bachelor's 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 meet any other requirements deemed necessary by the Commission.

## **REQUIREMENTS FOR PROMOTION**

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

- i. have served in the grade of Secondary Teacher III 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; and
- v. Any other requirement the Commission may deem necessary.

## **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. ensure safety and health of learners;
- x. organize remedial actions to support learners with performance gaps;
- xi. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii. any other duty as may be assigned.

### **2.4.3 SECONDARY TEACHER I T-SCALE 8**

This is a promotional grade for teachers in secondary school.

#### **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 process;

- iii. have successfully undertaken the relevant (TPD) modules;
- iv. have a valid Teaching Certificate; and
- v. meet any other requirements deemed necessary by the Commission.

## **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. ensure safety and health of learners;
- x. organize remedial actions to support learners with performance gaps;

- xi. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii. any other duty as may be assigned.

#### **2.4.4 SENIOR MASTER IV T-SCALE 9**

This is a promotional and an entry grade for institutional administrators in secondary schools. A teacher appointed to this grade is expected to provide professional support, mentorship, guidance and counselling to the teachers in the school.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **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 process;
- 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.



### **2.4.5 SENIOR MASTER III T-SCALE 10**

This is a promotional grade for institutional administrators in secondary schools. A teacher appointed to this grade is expected to provide professional support, mentorship, guidance and counselling to the teachers in the school. He/she will perform administrative duties as assigned by the Commission.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 process;
- 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. meet the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirements deemed necessary by the Commission.

### **2.4.6 SENIOR MASTER II T-SCALE-11**

This is a promotional grade for institutional administrators in secondary schools. A teacher appointed to this grade is expected to provide professional support,

mentorship, guidance and counselling to the teachers in the school. He/she will perform administrative duties as assigned by the Commission.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

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

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

### **2.4.7 SENIOR MASTER I T- SCALE 12**

This is a promotional grade for institutional administrators in secondary schools. A teacher appointed to this grade is expected to provide professional support, mentorship, guidance and counselling to the teachers in the school. He/she will perform administrative duties as assigned by the Commission.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

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

## **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. ensure safety and health of learners;
- ix. participate in workshops/seminars/symposiums to share ideas with a view to enhance knowledge in subject areas;
- x. organize remedial actions to support learners with performance gaps;
- xi. induct and guide new teachers and teacher trainees on their duties, the rules and culture of the institution;
- xii. ensure proper and optimal utilisation of resources allocated for training and learning;
- xiii. coordinate preparation and production of course materials necessary for curriculum delivery;
- xiv. participate and/or conduct research in subjects of specialization.
- xv. interpret and implement policy decisions in subjects of specialisation within the department so as to further knowledge;
- xvi. mentor and coach staff in subjects of specialisation to improve knowledge, skills and performance;
- xvii. supervise co-curricular activities to enhance learning and provide a broad spectrum for learners to share ideas and nurture innovations;
- xviii. ensure proper care and maintenance of institutional assets related to the teaching areas;

- xix. participate in the development of the school's master timetable;
- xx. initiate the publication of research to contribute in the dissemination of knowledge;
- xxi. initiate and supervise income generating projects for the institution to be self-reliant; and
- xxii. any other duty as may be assigned.

#### **2.4.8 DEPUTY PRINCIPAL III T-SCALE 11**

This is a promotional and an entry grade for Deputy Principals in secondary schools. The Deputy Principal III will report to the Principal. He/she will provide support to the Principal of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **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 obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. meet 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.

### **2.4.9 DEPUTY PRINCIPAL II T-SCALE 12**

This is a promotional position for Deputy Principals in secondary schools. The Deputy Principal II will report to the Principal. He/she will provide support to the Principal of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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. have a valid Teaching Certificate;
- v. have a Master's degree in a relevant area;
- vi. meet the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

## **2.4.10 DEPUTY PRINCIPAL I T-SCALE 13**

This is a promotional grade for Deputy Principals in secondary schools. The Deputy Principal II will report to the Principal. He/she will provide support to the Principal of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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. be a holder of Master's degree in a relevant area;
- iii. have a 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 (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES OF DEPUTY PRINCIPAL III, II & I T- SCALES 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. participate in workshops/seminars/symposiums to share ideas so as to enhance knowledge in subject areas;
- viii. organize remedial actions to support learners with performance gaps;
- ix. induct and guide new teachers and teacher trainees on their duties, the rules and culture of the institution;
- x. ensure proper and optimal utilization of resources allocated for training and learning;
- xi. coordinate preparation and production of course materials for curriculum delivery;
- xii. participate and/or conduct research in subjects of specialization;
- xiii. coordinate and provide guidance and counselling services to teachers, non-teaching staff and learners so as to instil norms and values for harmonious coexistence;



- xiv. ensure proper discipline is maintained in the institution by the teachers, non-teaching staff and learners to create a conducive learning environment;
- xv. supervise interpretation and implementation of the curriculum by ensuring teachers prepare schemes of work, lesson plans and other professional documents;
- xvi. ensure internal examination and assessments are carried out;
- xvii. ensure implementation of scheduled instructional programmes;
- xxviii. be in-charge of stores, requisition and the proper maintenance of inventories for accountability and optimal utilization;
- xix. assist the Principal in the supervision of teaching and non-teaching staff;
- xx. assist the Principal in the organization and supervision of institutional activities including maintenance of cleanliness and general repairs;
- xxi. maintain records of proceedings of meetings and serve as secretary to the staff meetings;
- xxii. maintain staff and learners records for example learners registers, staff attendance, leave management forms and discipline cases;
- xxiii. appraise teachers;
- xxiv. promote positive relations between the institution and stakeholders for instance the local community, parents and private sector organizations;
- xxv. ensure safety, health, security and welfare of learners;
- xxvi. assist the Principal in prudent management of institutional resources;
- xxvii. chair Heads of Departments' meetings and Discipline Committees; and
- xxviii. any other duty as may be assigned.

### **2.4.11 PRINCIPAL T-SCALE 13**

This is a promotional grade for administrators in secondary schools. The Principal is the lead educator and accounting officer and is responsible for the operational management of the institution. He/she is also responsible for the development and implementation of education plans, policies, programmes and curriculum activities of the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Master's 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. 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 deemed necessary by the Commission.

## **2.4.12 SENIOR PRINCIPAL T-SCALE 14**

This is a promotional grade for administrators in secondary schools. The Senior Principal is the lead educator and accounting officer and is responsible for the operational management of the institution. He/she is also responsible for the development and implementation of education plans, policies, programmes and curriculum activities of the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Master's Degree in a relevant area;
- iii. have a satisfactory rating in the performance appraisal and/or Performance Contracting process;
- iv. have demonstrated ability to supervise, mentor and provide professional support to other teachers;
- 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.

### **2.4.13 CHIEF PRINCIPAL T-SCALE 15**

This is a promotional grade for administrators in secondary schools. The Chief Principal is the lead educator and accounting officer and is responsible for the operational management of the institution. He/she is also responsible for the development and implementation of education plans, policies, programmes and curriculum activities of the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **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 Master's Degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal and performance contracting process;
- iv. have demonstrated ability to supervise, mentor and provide professional support to other teachers;
- 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.

## **DUTIES AND RESPONSIBILITIES OF PRINCIPAL, SENIOR PRINCIPAL & CHIEF PRINCIPAL T-SCALES 13, 14 & 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 work, lesson 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. oversee the requisition of stores and the proper maintenance of inventories to achieve 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. interpret the curriculum in the school to ensure effective teaching and learning;
- xiv. oversee the organization of workshops/seminars/symposiums to share ideas to enhance performance;
- xv. oversee implementation of remedial actions to support learners with performance gaps;
- xvi. ensure health, safety and security of learners;
- xvii. oversee 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;
- xxx. induct and mentor staff to promote professionalism and integrity in the institution; and
- xxxi. any other duty as may be assigned.

## **2.5 SECONDARY SCHOOL TEACHERS - SPECIAL NEEDS EDUCATION (SNE)**

### **2.5.1 SECONDARY TEACHER II (SNE) T-SCALE 8**

This is an entry and promotional grade for Secondary Schools SNE Teachers. Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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. be a holder of a Bachelor's Degree in Education or its equivalent with a Certificate/Diploma in Special Needs Education; or
- 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 (6) of the Constitution; and
- vii. meet any other requirement deemed necessary by the Commission.

### **2.5.2 SECONDARY TEACHER I (SNE) T-SCALE 9**

This is a promotional grade for Secondary School SNE Teachers. A teacher appointed to this grade is expected to provide professional support, mentorship, guidance and counselling to the teachers in the school.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Secondary Teacher II (SNE) 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. meet the requirements of Chapter six (6) of the Constitution; and
- vi. meet any other requirements deemed necessary by the Commission.



## **DUTIES AND RESPONSIBILITIES OF SECONDARY TEACHER** **II/I (SNE)**

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. ensure safety and health of learners;
- x. organize remedial actions to support learners with performance gaps;
- xi. engage learners in curricular and co-curricular activities so as to identify, nurture and develop talents; and
- xii. any other duty as may be assigned.

### **2.5.3 PROGRESSION OF SECONDARY SCHOOL TEACHERS** **SNE**

Promotion of secondary school teachers SNE from T-Scale 9 onwards shall be in accordance with the grading structure for other secondary school teachers.

## **2.6 CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE A)**

### **2.6.1 ICT PROGRAMMES COORDINATOR II T-SCALE 9**

This is an entry and promotional grade for trainers at CEMASTE A. A trainer in this position is responsible for capacity building on ICT integration in the teaching of science and mathematics.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Secondary Teacher I/Lecturer I T-Scale 8 for a minimum period of three (3) years;
- ii. be a holder of a Bachelor's Degree in ICT/Computer Studies with a Post Graduate Diploma in Education; or  
Bachelor's Degree in Education with a Diploma in ICT/Computer Studies
- iii. Be a holder of a Master's degree in a relevant area;
- iv. have a 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 (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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. supervise 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 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;
- xiv. provide ICT technical support services at the institution;
- xv. ensure safety, health and security of trainees and
- xvi. any other duty as may be assigned.

### **2.6.2 NATIONAL TRAINER II T- SCALE 9**

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

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Secondary Teacher I/Lecturer I T-Scale 8 for a minimum period of three (3) years;
- ii. be a holder of a Bachelor's Degree in Science with a Post Graduate Diploma in Education; or  
Bachelor's Degree in Education (Science);
- iii. have a Master's Degree in a relevant area;
- iv. have a 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 (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities shall be to:-

- i. advise 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 special 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 CEMASTEAs performance contract and strategic plan;
- xii. administer monitoring and evaluation tools after training;
- xiii. participate in departmental research to inform training programmes and continuous improvement;
- xiv. prepare and disseminate research papers in various fora;
- xv. develop training modules;
- xvi. prepare training reports;
- xvii. ensure safety, health and security of trainees; and
- xviii. any other duty as may be assigned.

### **2.6.3 NATIONAL TRAINER I T-SCALE 10**

This is a promotional position for trainers at CEMASTEAs. A trainer in this position is responsible for planning, harmonizing and implementing all training programmes and activities of the different departments within CEMASTEAs.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as National Trainer II/ICT Programmes Coordinator II T-Scale 9 for a minimum period of three (3) years;
- ii. be a holder of a Bachelor's Degree in Science with a Post Graduate Diploma in Education; or  
Bachelor's Degree in Education (Science);
- iii. have a Master's Degree in a relevant area;
- iv. have a 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 (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 partnership 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;
- viii. coordinate the monitoring and evaluation of all trainings conducted by the institution;
- ix. oversee planning and organisation of fora on teaching and learning mathematics and sciences;
- x. disseminate findings on monitoring and evaluation of INSET programmes;
- xi. coordinate the formulation of training policies in secondary and primary INSET programmes;
- xii. provide advisory and consultancy services in primary/ secondary INSET programmes;
- xiii. coordinate the disbursement of county INSET funds;
- xiv. oversee publication and dissemination of INSET activities reports for secondary and primary programmes;
- xv. participate in setting targets for the institution and supervise implementation;
- xvi. prepare performance contract reports;
- xvii. develop implementation framework for CEMASTEAs partnership programmes;
- xviii. develop funding proposals for CEMASTEAs training programmes;
- 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;
- xxiii. develop INSET materials and monitor all related activities;
- xxiv. approve revised training materials;
- xxv. recommend proposals for training activities for budget approval by the management; conduct research in the area of mathematics and science to inform the Centre's activities;
- xxvi. prepare briefs and bulletins to disseminate research findings so as to communicate on the Centre's achievements;
- xxvii. develop a needs-based training content and conduct needs assessment for primary and post primary institutions;
- xxviii. prepare quarterly and annual reports on performance of the Centre;
- xxix. ensure safety, health and security of trainers; and
- xxx. any other duty as may be assigned.

#### **2.6.4 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **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 Bachelor's Degree in Science with a Post Graduate Diploma in Education; or  
Bachelor's Degree in Education (Science);
- iii. have a Master's Degree in a relevant area;
- iv. have a 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 (6) of the Constitution; and
- viii. meet any other requirements deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

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

- i. co-ordinate preparation of funding proposal in line with stipulated guidelines;
- ii. co-ordinate budgeting for programmes and activities in line with the stipulated guidelines;
- iii. co-ordinate identification of training needs for the international training programmes;
- iv. co-ordinate the development of training course content based on the needs identified and oversee the implementation of the training;
- v. co-ordinate monitoring and evaluation of training programmes;
- vi. develop training modules for the course and analyze training and financial reports;

- vii. share training and financial reports with CEMASTEА staff and donor representatives;
- viii. make follow up and support teachers of mathematics and sciences to implement the knowledge and skills acquired during the training; and
- ix. any other duty as may be assigned.

### **2.6.5 PROGRAMME COORDINATOR 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 coordinator will supervise implementation of all training programmes and activities in different departments within CEMASTEА.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Bachelor’s Degree in Science with a Post Graduate Diploma in Education; or  
Bachelor’s Degree in Education (Science);
- iii. have a Master’s Degree in a relevant area;
- iv. have a satisfactory rating in the performance appraisal;
- v. have successfully undertaken the relevant TPD modules;

- vi. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- 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.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities at this level shall be to:-

- i. co-ordinate the formulation of strategies, objectives and activities in line with the institution's overall strategic direction;
- ii. co-ordinate the initiation, implementation and sustainability of partnership activities with relevant bodies;
- iii. spearhead the incorporation of trainings from partnership programmes into the regular CEMASTEAs programmes;
- iv. co-ordinate monitoring of the implementation of effective classroom practices by secondary and primary schools mathematics and science teachers trained nationally and internationally;
- v. plan and coordinate the review of existing training and academic programmes;
- vi. continually update existing training and academic programmes;
- vii. formulate and advise on institutional policies on training;
- viii. assure quality of all training programmes;
- ix. ensure prudent management of training budget, resources and facilities;
- x. monitor and evaluate trainings conducted in CEMASTEAs and in the partner countries;
- xi. oversee planning and organisation of fora on teaching and learning of mathematics and sciences;

- xii. develop an implementation framework for CEMASTEAs partnership programmes and session facilitation;
- xiii. develop proposals to secure funding for CEMASTEAs training programmes from potential partners;
- xiv. facilitate and evaluate INSET sessions for mathematics and science teachers and conduct workshops for education managers;
- xv. prepare reports on monitoring and evaluation of county INSET programmes;
- xvi. ensure preparation and effective implementation of Quality Management System (QMS) and procedures;
- xvii. approve revised training materials for use in training of mathematics and science teachers;
- xviii. recommend and prioritize budgets for proposals on training activities for approval;
- xix. develop training modules and train mathematics and science teachers;
- xx. plan and organise conferences and symposia for mathematics and science education;
- xxi. design and develop materials for teaching and learning mathematics and science in primary and post primary institutions;
- xxii. develop a needs-based training content and conduct needs assessment for primary and post primary institutions;
- xxiii. analyse periodical reports on performance of the institution to establish targets, achievement and identify areas of improvement; and
- xxiv. any other duty as may be assigned.

### **2.6.6 DEAN OF STUDIES T-SCALE 13**

This is a promotional grade for trainers at CEMASTEА. The Dean of Studies is responsible for the general administration of the institution. This entails planning, designing, coordinating, controlling resources and overseeing implementation of the Centre's core mandate. The dean also plays a role in the formulation of policy on INSET in CEMASTEА, TSC and in MOE.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as a National/International Trainer T-Scale 12 for a minimum period of three (3) years;
- ii. be a holder of a Bachelor's Degree in Science with a Post Graduate Diploma in Education; or  
Bachelor's Degree in Education (Science);
- iii. have a Master's Degree in a relevant area;
- iv. have a satisfactory rating in the performance appraisal process;
- v. have successfully undertaken the relevant TPD modules;
- vi. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- 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.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities shall be to:-

- i. formulate strategies and objectives for subject departments;
- ii. co-ordinate the development and implementation of departmental work plans;
- iii. appraise staff;
- iv. co-ordinate the identification of subject-based areas of research;
- v. supervise departments to ensure they carry out duties as assigned;
- vi. co-ordinate planning, development and validation of training content within the departments;
- 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;
- x. facilitate and evaluate INSET sessions for mathematics and science teachers of primary and post primary institutions
- xi. facilitate and evaluate workshops for education managers;
- xii. carry out research to effectively inform training programmes and disseminate to various fora;
- xiii. participate in management meetings;
- xiv. participate in developing training contents and modules;
- xv. participate in developing training facilitation guides;
- xvi. validate content for training and develop innovative teaching and learning materials;
- xvii. participate in testing prototypes of innovative teaching and learning materials;
- xviii. follow-up implementation of effective classroom practices by secondary and primary schools mathematics and science teachers;

- xix. co-ordinate the preparation and effective implementation of departmental Quality Management System (QMS) and procedures;
- xx. conduct internal ISO audit;
- xxi. induct new staff; and
- xxii. any other duty as may be assigned.

### **2.6.7 DEPUTY DIRECTOR T-SCALE 14**

This is a promotional grade for trainers at CEMASTE A. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Dean of Studies/Dean of Students I/Dean of Curriculum I/Registrar I/Academic Registrar/Principal/Deputy Principal I T-Scale 13 or an equivalent grade in the education sector for a minimum period of three (3) years;
- ii. have Bachelor's Degree in Education (Science); or be a holder of a Bachelor's Degree in Science with a Post Graduate Diploma in Education;
- iii. have a Master's Degree in a relevant area;
- iv. have satisfactory rating in the performance appraisal process;



- v. have successfully undertaken the relevant TPD modules;
- vi. have a valid Teaching Certificate;
- vii. demonstrate ability to supervise, mentor and provide professional support to other trainers;
- viii. meet the requirements of chapter six (6) of the Constitution; and
- ix. meet any other requirements deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 prepare 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;
- 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;
- xvii. manage human resource matters at the Centre; and
- xviii. any other duty as may be assigned.

### **2.6.8 DIRECTOR T-SCALE 15**

This is a promotional grade at CEMASTE A. The Director is the lead educator and accounting officer 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Deputy Director/Senior Principal T-Scale 14 or an equivalent grade in the education sector for a minimum period of three (3) years;
- ii. have Bachelor's Degree in Education (Science); or  
be a holder of a Bachelor's Degree in Science with a Post Graduate Diploma in Education;
- iii. be a holder of Master's Degree in relevant area;
- iv. have a satisfactory rating in the performance appraisal process;
- v. have demonstrated 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.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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. co-ordinate the development of policies, systems and procedures, to guide the operations of the Centre;
- iii. oversee the development of work plans for all departments;
- iv. oversee the development of the Centre's budget and financial proposals;
- v. ensure security of the Centre's records, property and resources;
- vi. establish risk management mechanisms at the Centre;
- vii. initiate, maintain and promote partnerships and collaborations with relevant agencies and organizations;
- viii. advise the Government on matters related to development of teachers' capacity in Science and Mathematics;
- ix. ensure efficient and prudent utilization of resources for quality implementation of the Centre's mandate and strategic activities;
- x. oversee the implementation of all activities in teacher capacity development at the Centre;
- xi. oversee the implementation of joint activities between the Centre, partners and collaborating bodies;
- xii. serve as secretary to the Governing Council of the Centre;
- xiii. implement Council decisions;
- xiv. mentor and coach staff at the Centre to enhance work performance;
- xv. provide leadership in ensuring sound human resource management;

- xvi. ensure the procurement of goods and services conforms to the relevant legal provisions;
- xvii. oversee the implementation of activities that enhance ethical conduct of staff;
- xviii. identify, initiate and oversee required infrastructure development for the Centre;
- xix. guide and support performance appraisal at the Centre;
- xx. maintain the Centre's Quality Management System;
- xxi. develop, present and publish research paper on teaching and learning in mathematics and sciences at least every two years;
- xxii. serve as the accounting officer and ensure sound financial management at the Centre; and
- xxiii. any other duty as may be assigned.

## **2.7 KENYA INSTITUTE OF SPECIAL EDUCATION (KISE)**

### **2.7.1 SENIOR LECTURER IV (KISE) T-SCALE 9**

This is an entry and promotional grade for Lecturers at KISE. The Lecturer is responsible for the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served for a minimum period of three (3) years as Secondary Teacher I/ SNE 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 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **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. ensure safety, health and security of learners;
- vi. provide outreach services on disability related issues;
- vii. prepare, guide and assess learners on attachment and teaching practice;
- viii. supervise and mark students research;
- ix. participate in curriculum development;
- x. conduct research in special needs education and inclusive education;
- xi. provide consultancy and expertise in special needs and inclusive education;
- xii. conduct in service training and short courses;
- xiii. habilitate and rehabilitate persons with disability;
- xiv. develop training materials in special needs education;
- xv. teach learners in special needs education to impart knowledge;
- xvi. set, administer, supervise and mark exams; and
- xvii. any other duty as may be assigned.

## **2.7.2 SENIOR MASTER III – TEACHING PRACTICE COORDINATOR (KISE) T-SCALE 10**

This is a promotional grade for institutional administrators at the Kenya Institute of Special Education (KISE). The Teaching Practice Coordinator is responsible for the coordination of teaching practice.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Lecturer IV (KISE)/Senior master IV (TTC) T- Scale 9 for a minimum period of three (3) years;
- ii. have a Bachelor's Degree in Education(SNE option ) or a Bachelor of Education plus Diploma in Special Needs Education(SNE);
- 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES**

The Duties and responsibilities 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. prepare, guide and assess learners on attachment and teaching practice;
- x. allocate teaching practice duties;
- xi. ensure safety, health and security of learners;
- xii. establish and maintain liaison with the relevant bodies on the development and implementation of curriculum on teaching practice;
- xiii. 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;
- xiv. ensure all assessments carried out are recorded and submitted in good time;
- xv. identify and register eligible learners for teaching practice and maintain learners teaching practice records;
- xvi. identify schools and other institutions for teaching practice and coordinate the induction of assessors for all trainings;



- xvii. coordinate and prepare assessment guidelines for teaching practice and preparation of necessary professional documents; and
- xviii. any other duty as may be assigned.

### **2.7.3 SENIOR MASTER III, II & I (KISE) T-SCALE 10, 11 & 12**

The position of Senior Master III, II & I is a promotional grade for institutional administrators at the Kenya Institute of Special Education (KISE). A teacher at this level is responsible for the coordination and supervision of all departmental activities in the different departments in the institute.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **2.7.3.1 SENIOR MASTER III (KISE) – T-SCALE 10**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Senior Lecturer IV (KISE)/Senior Master IV (TTC)/Senior Master IV/Deputy Head teacher II T- Scale 9 for a minimum period of three (3) years;
- ii. have a Bachelor's Degree in Education(SNE option ) or a Bachelor of Education plus Diploma in Special Needs Education(SNE);
- 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; and

- vii. meet any other requirement deemed necessary by the Commission.

### **2.7.3.2 SENIOR MASTER II (KISE) T-SCALE**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master III (KISE)/ TSC Scale 10 for a minimum period of three (3) years;
- ii. have a Bachelor's Degree in Education(SNE option ) or a Bachelor of Education plus Diploma in Special Needs Education(SNE);
- iii. have satisfactory rating in the performance appraisal and/or performance contracting 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **2.7.3.2 SENIOR MASTER I (KISE) T-SCALE 12**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II (KISE)/Senior Master II (TTC)/Senior Master II/Senior Head Teacher/Deputy Principal III T- Scale 11 for a minimum period of three (3) years;
- ii. have a Bachelor's Degree in Education(SNE option ) or a Bachelor of Education plus Diploma in Special Needs Education(SNE);

- iii. have satisfactory rating in the performance appraisal and/or 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **DUTIES OF SENIOR MASTER III, II & I- T SCALE 10, 11, 12**

The Duties and responsibilities 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. co-ordinate the execution of departmental activities and provide leadership in curriculum delivery and review;
- x. prepare departmental programmes for advertisement to increase enrolment;
- xi. co-ordinate the dispatch of training materials to distance learning centres in a timely manner;
- xii. offer guidance to the learners in their research projects and term papers in the institution;
- xiii. organize research workshops and research sharing forums;
- xiv. liaise with Kenya Nation Examination Council on matters of registration and examination administration;
- xv. co-ordinate and plan for setting, moderation, marking and administration of exams;
- xvi. oversee the appointment of supervisors and invigilators for various exams;
- xvii. participate in the analysis of examination results;
- xviii. offer guidance and counselling services to learners;
- xix. supervise all co-curricular activities in the Institute;
- xx. provide leadership in the formulation of strategies, objectives and activities for the respective departments in line with the institute's overall strategic direction;
- xxi. offer guidance in the preparation of departmental budgets and work plans to ensure proper utilisation of resources;
- xxii. provide leadership in the Coordination of the teaching of subjects and courses in respective departments;
- xxiii. co-ordinate all research activities on special needs education and acquisition of reference materials;

- xxiv. develop and maintain linkages and partnerships with other research institutions;
- xxv. ensure safety, health and security of learners; and
- xxvi. any other duty as may be assigned.

#### **2.7.4 DEAN OF STUDENTS (KISE) T-SCALE 13**

The position of the Dean of Students is a promotional grade for institutional administrators at the Kenya Institute of Special Education (KISE). A teacher in this position is responsible for all learners' welfare matters and the provision of support services to learners.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Senior Master I (KISE)/Deputy Principal II/Senior Master I/Registrar II/Dean of Student II/Dean of Curriculum II T- Scale 12 or its equivalent for a minimum period of three (3) years;
- 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 Master's degree in a relevant area;
- 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; and

- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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. co-ordinate 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. co-ordinate Guidance and Counselling services for learners;
- viii. appraise staff;
- ix. ensure support services to learners are provided;
- x. co-ordinate with support departments to ensure the welfare of students is taken care of;
- xi. co-ordinate orientation of new learners;
- xii. co-ordinate Students' Council activities to ensure harmonious relationship with the management;
- xiii. co-ordinate the management of learners' clubs and societies;
- xiv. ensure safety, health and security of the learners; and

xv. any other duties as may be assigned.

### **2.7.5 ACADEMIC REGISTRAR (KISE) T-SCALE 13**

The position of Academic Registrar is a promotional grade for institutional administrators at the Kenya Institute of Special Education (KISE). A teacher at this level will be responsible for the coordination of the implementation of training programmes, research activities, assessment of Children with special needs and production of educational resources and assistive devices.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Senior Master I (KISE)/Deputy Principal II/Senior Master I/Registrar II/Dean of Student II/Dean of Curriculum II T- Scale 12 or its equivalent for a minimum period of three (3) years;
- 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 Master's degree in a relevant area;
- 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; and
- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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;
- viii. coordinate the preparation and administration of examinations and the processing of results;
- ix. appraise staff;
- 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;
- xiii. advise the director on resources required for the implementation of all training programmes;
- xiv. coordinate induction of teaching staff, attachment and teaching practice activities;



- xv. ensure safety, health and security of learners; and
- xvi. any other duty as may be assigned.

### **2.7.6 DEPUTY DIRECTOR, FINANCE AND ADMINISTRATION, (KISE) T-SCALE 14**

The position of the Deputy Director Finance and Administration is a promotional grade at the Kenya Institute of Special Education (KISE). A teacher in this grade is responsible for the coordination of all financial, administrative and support services and ensuring compliance with government policies and regulations.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Principal/Deputy Principal I/Dean of Students I/Dean of Curriculum I/Academic Registrar at T-Scale 13 or a similar grade in the education sector for a minimum period of three (3) years;
- 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 Master's degree in a relevant area;
- iv. have satisfactory rating in the performance appraisal and/or performance contract 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; and
- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

- i. The duties and responsibilities 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 learners for national and other examinations;
- v. participate in the preparation of educational plans and strategies in the institute;
- vi. ensure non-teaching staff deliver services;
- vii. initiate innovations in service delivery;
- viii. organize and supervise the institution's activities and events;
- ix. appraise staff;
- x. be in charge of procurement and proper maintenance of inventory records;
- xi. supervise non-teaching staff and coordinate the provision of all support services;
- xii. maintain discipline of the non-teaching staff and Coordinate the provision of staff welfare services;
- xiii. oversee overall human resource management in the institute and coordinate induction of new members of non-teaching staff;
- xiv. coordinate non- teaching staff capacity building workshops;

- xv. participate in the preparation and implementation of the institute's strategic plan, budgets and performance contract;
- xvi. ensure safety, health and security of learners; and
- xvii. any other duty as may be assigned.

### **2.7.7 DEPUTY DIRECTOR, ACADEMIC AND STUDENTS WELFARE, (KISE) T-SCALE 14**

The position of the Deputy Director Academic and Students Welfare is a promotional grade at the Kenya Institute of Special Education (KISE). A teacher in this grade is responsible for academic programmes and the welfare of students.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Principal/Deputy Principal I/Dean of Students I/Dean of Curriculum I/Academic Registrar at T-Scale 13 or a similar grade in the education sector for a minimum period of three (3) years;
- 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 Master's degree in a relevant area;
- iv. have satisfactory rating in the performance appraisal and/or performance contract 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; and
- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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. admit new students and register learners for national examinations.
- v. supervise teaching staff and co-curricular activities;
- vi. participate in preparation and implementation of Strategic Plan of the Institute;
- vii. coordinate training of teachers and other personnel in Special Needs Education;
- viii. coordinate preparation of academic programmes;
- ix. coordinate preparation of budgets for academic programmes, research and functional assessment;
- x. induct new lecturers;
- xi. coordinate research and assessment activities;
- xii. appraise staff;

- xiii. coordinate the implementation of training programmes, research and assessment of children with special needs;
- xiv. initiate development and review of curriculum;
- xv. coordinate production of educational resources;
- xvi. supervise and maintain discipline of learners and teaching staff;
- xvii. advise on human and material resources for implementation of training programmes;
- xviii. advise the director on all matters pertaining to training, research and educational resources;
- xix. chair all Academic Division meeting;
- xx. ensure appropriate welfare of students;
- xxi. ensure safety, health and security of learners; and
- xxii. any other duties as may be assigned.

### **2.7.8 DIRECTOR (KISE) T-SCALE 15**

The position of the Director is a promotional grade at the Kenya Institute of Special Education (KISE). The Director is the lead educator and accounting officer of the Institution. He/she is responsible for the implementation of education programmes and policies.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Deputy Director Finance and Administration (KISE)/ Deputy Director Academic and Students welfare (KISE)/Senior Principal at T- Scale 14 or a similar position in the education sector; for a minimum period of three (3) years
- 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 Master's degree in a relevant area;
- iv. have satisfactory rating in the performance appraisal and/or performance contract 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; and
- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 in service delivery;
- v. promote staff and learner discipline;

- vi. ensure safety, health and security of learners;
- vii. enhance teamwork among the employees;
- viii. initiate new courses and programmes;
- ix. improve and maintain high standards in service delivery;
- x. promote good industrial and public relations with all stakeholders;
- xi. oversee appraisal of staff;
- xii. oversee the supervision of institutional and national examinations
- xiii. mobilize and manage financial and human resources in the Institution;
- xiv. promote positive linkages between the institution and stakeholders;
- xv. oversee the implementation of all research activities in the Institute;
- xvi. supervise the development and implementation of the institute's strategic plan and performance contract;
- xvii. advise the government of Kenya on matters pertaining to Special Needs Education;
- xviii. advocate for persons with special needs;
- xix. interpret and implement policy decisions pertaining to Special Needs Education;
- xx. liaise with other relevant education institutions for proper implementation and evaluation of the curriculum;
- xxi. serve as secretary to the KISE Council; and
- xxii. any other duty as may be assigned.

## **2.8 TEACHER TRAINING COLLEGES (TTC)**

### **2.8.1 SENIOR LECTURER IV (TTC) T-SCALE 9**

This is an entry grade to the Teacher Training Colleges. It is also a promotional grade for Lecturers serving in Post Primary institutions The Senior Lecturer is expected to

provide mentorship, professional support, and guidance and counselling to the learners in the institution.

## **REQUIREMENTS FOR APPOINTMENT**

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

- i. have served as Secondary Teacher 1/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; and
- viii. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The Duties of a Senior Lecturer IV 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 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;
- v. enhance collaboration between the institution and the local schools to facilitate teaching practice;
- vi. prepare, guide and assess learners on teaching practice;
- vii. initiate programmes aimed at improving teaching and learning in area of specialization;
- viii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- ix. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- x. serve as a role model and promote learner discipline;
- xi. provide guidance and counselling services to the learners to create a conducive environment for learning and harmonious co-existence;
- xii. initiate the publication of research and written materials for generation of knowledge;
- xiii. organize curricular and co-curricular activities to enhance learning and provide a broad spectrum for learners to share ideas and innovation;
- xiv. participate in supervision of institutional and national examinations;
- xv. ensure safety, health and security of learners; and
- xvi. any other duty as may be assigned.

### **2.8.2 SENIOR MASTER III- TEACHING PRACTICE COORDINATOR (TTC) T-SCALE 10**

This is a promotional grade for institutional administrators in Teachers Training Colleges. The Teaching Practice Coordinator is responsible for the coordination of teaching practice in Teachers Training Colleges.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **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.

## **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. identify and register eligible learner for
- iii. teaching practice;
- iv. identify schools for teaching practice;
- v. prepare, guide and assess learners on teaching practice;
- vi. coordinate the induction of Teaching Practice (TP)
- vii. assessors;

- viii. coordinate and prepare assessment guidelines for teaching practice;
- ix. coordinate the preparation of necessary professional documents for training such as schemes of work;
- x. plan Individualized Educational Programme (IEP);
- xi. coordinate the preparation of assessment guidelines and induction of TP assessors;
- xii. plan and prepare attachment and teaching practice budget;
- xiii. maintain custody of relevant teaching practice documents;
- xiv. serve as the secretary to the Teaching Practice Secretariat;
- xv. allocate teaching practice duties that include supervision of students;
- xvi. participate in the development and implementation of curriculum on matters pertaining to teaching practice in liaison with Kenya Institute of Curriculum Development(KICD) and Kenya National Examination Council(KNEC);
- xvii. ensure that adequate communication is maintained with college administration, departments, Teaching Practice Secretariat, teaching practice students and teaching practice schools to achieve effective teaching practice;
- xviii. ensure all assessments carried out are recorded and submitted in good time to the Teaching Practice office;
- xix. maintain learners Teaching Practice records;
- xx. set exams, mark and record results for teaching practice.
- xxi. Any other duties as may be assigned.

### **2.8.3 SENIOR MASTER III, II & I (TTC) T-SCALE 10, 11 &12**

The positions of Senior Master III, II, I (TTC) are promotional grades. The Senior Masters are responsible for setting and maintenance of academic standards in the department in line with the curriculum.

Promotion to these grades will be competitive and subject to availability of vacancies in the establishment.

### **2.8.3.1 SENIOR MASTER III (TTC) – T-SCALE 10**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to the grade of Senior Master 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.

### **2.8.3.2 SENIOR MASTER II (TTC) T-SCALE 11**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master 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; and
- vi. meet any other requirement deemed necessary by the Commission.

### **2.8.3.3 SENIOR MASTER I (TTC) – T SCALE -12**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade of a teacher must:-

- i. have served as Senior Master 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; and
- vi. meet any other requirement deemed necessary by the Commission.

#### **DUTIES AND RESPONSIBILITIES OF SENIOR MASTER III, II AND I (TTC)-T SCALES; 10, 11 & 12**

The duties of Senior Masters 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;

- v. enhance collaboration between the institution and schools to facilitate teaching practice;
- vi. prepare, guide and assess learners on 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 of curriculum delivery;
- ix. initiate research and consultancy activities in the department to develop new ideas and offer solutions for both the institution and external clients;
- x. serve as a role model and promote learner discipline;
- xi. ensure safety, health and security for learners;
- xii. initiate the publication of research and written materials for generation of knowledge;
- xiii. organize curricular and co-curricular activities to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xiv. participate in supervision of institutional and national examinations;
- xv. provide leadership in curriculum design, development and review in area of specialization;
- xvi. coordinate research activities on new trends, innovations, technology and knowledge undertaken within the department;
- xvii. ensure maintenance of high standards of professionalism in setting, supervision and marking of examinations within the department;
- xviii. coordinate and guide the publication of written materials for examples manuals, guidebooks, instructional materials developed by staff within the department;

- xix. ensure that schemes of work, lesson plans and lesson notes are developed and used in teaching for proper interpretation and implementation of curriculum;
- xx. advise on appropriate course materials and equipment required in the department;
- xxi. allocate duties and supervise staff within the department;
- xxii. appraise staff in the department;
- xxiii. ensure proper scheduling of instructional programmes and implementation in the department;
- xxiv. ensure examinations and assessments are carried out;
- xxv. 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;
- xxvi. coordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners to instil norms and values for harmonious co-existence;
- xxvii. ensure proper care and maintenance of departmental assets;
- xxviii. maintain proper inventory of supplies entrusted to the department to ensure adequacy, accountability and optimal utilisation;
- xxix. any other duty as may be assigned.

#### **2.8.4 DEAN OF STUDENTS (TTC) III, II & I – T-SCALE 11, 12 & 13**

The positions of Dean of Students (TTC) III, II, and I are promotional grades. The Deans shall be responsible for learners' welfare to promote learners success and development.

Promotion to these grades will be competitive and subject to availability of vacancies in the establishment.

#### **2.8.4.1 DEAN OF STUDENTS (TTC) III – T SCALE 11**

##### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master III 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; and
- vi. meet any other requirement deemed necessary by the Commission.

#### **2.8.4.2 DEAN OF STUDENTS (TTC) II – T SCALE 12**

##### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II 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; and
- vi. meet any other requirement deemed necessary by the Commission.



### **2.8.4.3 DEAN OF STUDENTS (TTC) I – T SCALE 13**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II T- Scale 12 or its equivalent for a minimum period of three (3) years;
- ii. be a holder of a Master's 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; and
- vii. meet any other requirement deemed necessary by the Commission.

#### **DUTIES AND RESPONSIBILITIES OF DEANS OF STUDENTS (TTC) III, II & I – T-SCALE 11, 12 & 13**

The Duties of the 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 them for national and other examinations;
- iv. prepare, guide and assess learners on teaching practice;
- v. ensure proper care and maintenance of institutional assets;

- 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 and promote learner discipline
- xi. initiate publication of research and written materials for generation of knowledge;
- xii. organize curricular and co-curricular activities 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. ensure safety, health and security of learners;
- xvi. coordinate guidance and counselling activities in the institution to ensure confidentiality, personal welfare of the learners and harmonious co-existence;
- xvii. provide guidance and counselling services to the learners, to create conducive environment;
- xviii. ensure learners' discipline is maintained in liaison with the relevant authorities;
- xix. promote dialogue between learners, Students' Council, teachers and the administration to promote mutual understanding;
- xx. provide leadership to the Students Council to understand their mandate and practice;

- xxi. coordinate and organize elections of Students' Council;
- xxii. coordinate and supervise the Student's Council on preparation of budget estimates and expenditure in collaboration with the college finance officer;
- xxiii. serve as the secretary to the institution's disciplinary committee;
- xxiv. conduct orientation of new learners in the institution; and
- xxv. any other duty as may be assigned.

### **2.8.5 DEAN OF CURRICULUM (TTC) III, II & I – T-SCALE 11, 12 & 13**

The positions of Dean of Curriculum (TTC) III, II, and I are promotional grades. 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.

Promotion to these grades will be competitive and subject to availability of vacancies in the establishment.

#### **2.8.5.1 DEAN OF CURRICULUM (TTC) III – T SCALE 11**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master III 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; and
- vi. meet any other requirement deemed necessary by the Commission.

### **2.8.5.2 DEAN OF CURRICULUM (TTC) II – T SCALE 12**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II 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; and
- vi. meet any other requirement deemed necessary by the Commission.

### **2.8.5.3 DEAN OF CURRICULUM (TTC) I – T SCALE 13**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II T- Scale 12 or its equivalent for a minimum period of three (3) years;
- ii. be a holder of a Master's 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; and

- vii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES OF DEAN OF CURRICULUM (TTC) III, II & I – T-SCALE 11, 12 & 13**

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;
- 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. prepare, guide and assess learners on teaching practice;
- viii. embrace teamwork through collaborative planning and teaching to ensure consistency and improvement of curriculum delivery;
- ix. initiate research and consultancy activities in the department;
- x. serve as a role model and maintain learner discipline;
- xi. ensure safety, health and security of learners;
- xii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;

- xiii. initiate publication of research and written materials for generation of knowledge;
- xiv. organize curricular and co-curricular activities to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xv. participate in supervision of institutional and national examinations;
- xvi. ensure that the institution has the current syllabus, interpret and coordinate its implementation;
- xvii. advise on changes in the curriculum and ensure teachers understand them;
- xviii. ensure adequate curriculum support materials are available in the classrooms, libraries to support effective teaching and learning;
- xix. ensure proper scheduling of instructional programmes and implementation in the department;
- xx. ensure examinations and assessments are carried out;
- xxi. ensure learners get appropriate teaching practice;
- xxii. maintain learners' reports and academic records; and
- xxiii. any other duty as may be assigned.

### **2.8.6 REGISTRAR (TTC) III, II & I – T-SCALE 11, 12 & 13**

The positions of Registrar (TTC) III, II, and I are promotional grades. 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.

Promotion to these grades will be competitive and subject to availability of vacancies in the establishment.

### **2.8.6.1 REGISTRAR (TTC) III – T SCALE 11**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master III 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; and
- vi. meet any other requirement deemed necessary by the Commission.

### **2.8.6.2 REGISTRAR (TTC) II – T SCALE 12**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master II/Dean of Students III/Dean of Curriculum III 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; and
- vi. meet any other requirement deemed necessary by the Commission.

### **2.8.6.3 REGISTRAR (TTC) I – T SCALE 13**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master I/Dean of Students II/Dean of Curriculum II/Registrar II T- Scale 12 or its equivalent for a minimum period of three (3) years;
- ii. be a holder of a Master's 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES OF REGISTRAR III, II & I**

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 are available;
- v. prepare, guide and assess learners on teaching practice;
- vi. coordinate the registration of learners for internal and external examinations;
- vii. induct new teachers and organise orientation of new learners in the institution;
- viii. coordinate and supervise academic and professional training programmes for the learners;



- ix. coordinate learners admission to ensure compliance to admission requirements and maintain standards;
- x. coordinate the entire examination system and processes;
- xi. ensure safe custody of examination results and certificates;
- xii. coordinate the preparation and issuance of transcripts;
- xiii. coordinate the compilation of the graduation booklets and present the graduands at the graduation ceremony;
- xiv. initiate and conduct research activities and publish teaching materials and manuals;
- xv. serve as secretary to the Academic and Examination Board, Graduation Central Committee and Senior Management Committee.
- xvi. coordinate and supervise academic and professional training programmes for the learners;
- xvii. coordinate the entire examination system and processes to ensure quality and integrity;
- xviii. liaise with other relevant education institutions for proper implementation of the curriculum;
- xix. ensure safety, health and security of learners; and
- xx. any other duty as may be assigned.

### **2.8.7 DEPUTY PRINCIPAL (TTC) – III, II & I – T- SCALE 11, 12 &13**

The positions of Deputy Principal (TTC) III, II, and I are promotional grades. The Deputy Principals will report to the Principal. He/she will provide support to the Principal of the institution in the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **2.8.7.1 DEPUTY PRINCIPAL (TTC) III - T –SCALE 11**

#### **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 obtained a satisfactory rating in the performance appraisal process;
- iii. have successfully undertaken the relevant TPD modules;
- iv. meet 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;

### **2.8.7.2 DEPUTY PRINCIPAL (TTC) II -T –SCALE 12**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade one must:-

- i. have served as Senior Master II/Dean of Students III/Dean of Curriculum III/Registrar III/Deputy Principal 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. meet 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;

### **2.8.7.3 DEPUTY PRINCIPAL (TTC) I – T –SCALE 13**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a person must:-

- i. have served Senior Master I/Dean of Students II/Dean of Curriculum II/Registrar II/Deputy Principal II at T-Scale 12 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a Master's 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; and
- vii. meet any other requirement deemed necessary by the Commission.

#### **DUTIES AND RESPONSIBILITIES OF DEPUTY PRINCIPAL III, II & I – T-SCALE 11, 12 & 13**

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;

- v. enhance collaboration between the institution and schools to facilitate teaching practice;
- vi. prepare, guide and assess learners on 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 of curriculum delivery;
- ix. initiate research and consultancy activities in the department;
- x. serve as a role model and promote learner discipline;
- xi. ensure safety, health and security of learners;
- xii. provide guidance and counselling services to the learners to create conducive environment for learning and harmonious co-existence;
- xiii. organize curricular and co-curricular activities to enhance learning and provide a broad spectrum for learners to share ideas and innovations;
- xiv. participate in supervision of institutional and national examinations;
- xv. coordinate and provide guidance and counselling services to the teachers, nonteaching staff and learners to instil norms and values for harmonious co-existence;
- xvi. ensure discipline is maintained in the institution by the teachers and non-teaching staff;
- xvii. supervise the interpretation and implementation of the curriculum;
- xviii. ensure proper scheduling and implementation of instructional programmes in the institutions;
- xix. ensure examinations and assessments are carried out;
- xx. ensure that the necessary instructional materials are resourced, availed and utilised by the teachers and learners to support the curriculum implementation;

- xxi. supervise requisition of stores and proper maintenance of inventory to achieve accountability and optimal utilisation;
- xxii. supervise teaching and non-teaching staff;
- xxiii. responsible for cleanliness and general repairs of buildings and equipment;
- xxiv. serve as secretary to the staff meetings;
- xxv. Maintain staff and learners records;
- xxvi. appraise teachers;
- xxvii. 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;
- xxviii. ensure safety, health and security of learners;
- xxix. chair Heads of Department meetings; and
- xxx. any other duty as may be assigned.

### **2.8.8 PRINCIPAL, SENIOR PRINCIPAL & CHIEF PRINCIPAL (TTC) – T-SCALE 13, 14 &15**

The position for Principal, Senior Principal and Chief Principal are promotional grades. The Principal is the lead educator and accounting officer and is responsible for the operational management of the institution. A holder of this position is responsible for the provision of leadership in the development and implementation of education plans, policies, programs and curriculum activities.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **2.8.8.1 PRINCIPAL (TTC) T-SCALE 13**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Deputy Principal II/Registrar II/Dean of students II/Dean of Curriculum II/Senior Master I at T- Scale 12 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a Master's 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **2.8.8.2 SENIOR PRINCIPAL (TTC) T-SCALE 14**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Principal/Deputy Principal I/Registrar I/Dean of students I/Dean of Curriculum I at T- Scale 13 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a Master's degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal and/or 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; and
- vii. meet any other requirement deemed necessary by the Commission.

### **2.8.8.3 CHIEF PRINCIPAL (TTC) T-SCALE 15**

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Senior Principal at T- Scale 14 or a similar grade in the education sector for a minimum period of three (3) years;
- ii. have a Master's degree in a relevant area;
- iii. have satisfactory rating in the performance appraisal and performance contracting 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; and
- vii. meet any other requirement deemed necessary by the Commission.

#### **DUTIES AND RESPONSIBILITIES OF PRINCIPAL, SENIOR PRINCIPAL & CHIEF PRINCIPAL T-SCALE 13, 14 & 15**

The Duties and responsibilities 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 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 are available in the classrooms and libraries;
- v. oversee the registration of learners for internal and external examinations with relevant examination bodies;
- vi. prepare, guide and assess learners on teaching practice;
- vii. induct new teachers and ensure orientation of new learners into the institution is undertaken;
- viii. oversee academic and professional training programmes for learners;
- ix. oversee professional development of teachers;
- x. oversee admission of learners to ensure compliance to admission requirements;
- xi. oversee the entire examination system and processes for quality and integrity;
- xii. ensure safe custody of examination results and certificates;
- xiii. oversee the preparation and issuance of transcripts;
- xiv. oversee the compilation of the graduation list and presentation of the graduands;
- xv. liaise with other relevant education institutions for proper implementation/evaluation of the curriculum;
- xvi. ensure learners are adequately prepared, registered and presented for national examinations in accordance with the regulations of the examining body;
- xvii. identify the appropriate curriculum for the institution to provide more opportunities to the learners in the optional subjects;
- xviii. ensure safety, health and security learners;



- xix. interpret and implement policy decisions that pertain to the training, recruitment and deployment of staff for compliance with relevant rules and regulation;
- xx. promote linkages between the institution and other stakeholders for positive image as well as relevant support to the institution;
- xxi. ensure appraisal of staff in the institution is undertaken;
- xxii. promote the welfare of staff and learners within the institution for motivation, personal and professional growth and create sense of belonging;
- xxiii. Ensure proper succession management for smooth transition at all levels in the institution;
- xxiv. Manage the maintenance and upgrading of the institution's physical facilities;
- xxv. Ensure adherence to the procurement regulations;
- xxvi. convene staff, Board of Management, Parent meetings and such other meetings as may be necessary;
- xxvii. Serve as the Secretary to the Board of Management; and
- xxviii. any other duty as may be assigned.

## **2.9 SPECIAL NEEDS EDUCATION (SNE) PRIMARY**

### **2.9.1 PRIMARY TEACHER II (SNE)- T-SCALE 7**

This is a promotional 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

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

## **DUTIES AND RESPONSIBILITIES**

The Duties and responsibilities 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/or 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 and promote learner discipline
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. organise workshops/ seminars/ symposiums to further knowledge in subject areas;
- ix. organize remedial actions for learners to support underperforming learners;
- x. ensure safety, health and security for learners;
- xi. conduct functional and educational assessment for children with special needs for placement and other interventions;
- xii. habilitate and rehabilitate persons with special needs; and
- xiii. any other duty as may be assigned.

## **2.9.2 PRIMARY 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 learners to promote their empowerment.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Primary Teacher II SNE/Senior Teacher II T-Scale 7 for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- iii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iv. have obtained diploma in Special Needs Education or its equivalent;
- v. have successfully undertaken the relevant TPD modules;
- vi. have satisfactory rating in the performance appraisal process;
- vii. meet the requirements of Chapter Six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 objectives of the curriculum;
- iii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and/or other examinations;
- iv. provide new ideas and programmes to ensure improvement in the teaching and learning in the area of specialisation;
- v. embrace teamwork through collaborative planning and teaching;
- vi. serve as a role model and promote learner discipline;
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. Conduct functional and educational assessment for children with special needs for placement and other interventions;
- ix. Habilitate and rehabilitate persons with special needs;
- x. collect, collate and maintain learners' records;
- xi. organize remedial actions for learners to support underperforming learners;
- xii. ensure safety, health and security for learners; and
- xiii. any other duty as may be assigned.

### **2.9.3 SENIOR TEACHER II (SNE) – T-SCALE 9**

This is a promotional and entry grade to administrative cadre for SNE teachers in primary schools. A teacher at this grade is expected 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 professional development of the teaching staff.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Primary Teacher I (SNE) T- Scale 8 for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- iii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iv. have obtained diploma in Special Needs Education or its equivalent;
- v. have successfully undertaken the relevant TPD modules;
- vi. have satisfactory rating in the performance appraisal process;
- vii. meet the requirements of Chapter Six (6) of the Constitution; and
- viii. any other requirement necessary by the Commission.

### **2.9.4 SENIOR TEACHER I (SNE) T-SCALE 10**

This is a promotional grade for institutional administrators in SNE primary schools. A teacher at this grade is expected 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 professional development of the teaching staff.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **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 a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- iii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iv. have obtained diploma in Special Needs Education or its equivalent;
- v. have successfully undertaken the relevant TPD modules;
- vi. have satisfactory rating in the performance appraisal process;
- vii. meet the requirements chapter Six (6) of the Constitution; and
- viii. any other qualification as may be deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES FOR SENIOR TEACHER II (SNE) T SCALE- 9 & SENIOR TEACHER I (SNE) T SCALE- 10**

The duties and responsibilities 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 prepare and impart knowledge, skills and attitudes to the learner to meet the objectives of the curriculum;

- iii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and/or other examinations;
- iv. provide new ideas and programmes to ensure improvement in the teaching and learning in the area of specialisation;
- v. embrace teamwork through collaborative planning and teaching;
- vi. serve as a role model and promote learner discipline;
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. conduct functional and educational assessment for children with special needs for placement and other interventions;
- ix. habilitate and rehabilitate persons with special needs;
- x. collect, collate and maintain learners' records;
- xi. organise and coordinate school based in-service professional development programmes;
- xii. organize school based and zonal subject panels to enable teachers share knowledge, innovations and trends;
- xiii. coordinate gender mainstreaming issues for learners in curricular and co-curricular activities;
- xiv. ensure learner discipline in school and arbitrate any disputes;
- xv. supervise cleanliness of the school compound and tidiness of pupils;
- xvi. ensure safety, health and discipline of learners; and
- xvii. any other duties as may be assigned.

### **2.9.5 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 the professional development of teaching staff.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Teacher I SNE T-Scale 10 for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- iii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iv. have a diploma in Special Needs Education or its equivalent;
- v. be a holder of Bachelor's degree in education SNE option or its equivalent;
- vi. have successfully undertaken the relevant TPD modules;
- vii. have satisfactory rating in the performance appraisal process;
- viii. meet the requirements of Chapter Six (6) of the Constitution; and
- ix. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 prepare and impart knowledge, skills and attitudes to the learner to meet the objectives of the curriculum;
- iii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and/or other examinations;
- iv. provide new ideas and programmes to ensure improvement in the teaching and learning in the area of specialisation;
- v. embrace teamwork through collaborative planning and teaching;
- vi. serve as a role model and promote learner discipline;
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. Conduct functional and educational assessment for children with special needs for placement and other interventions;
- ix. habilitate and rehabilitate persons with special needs;
- x. collect, collate and maintain learners' and staff records;
- xi. organise and coordinate school based in-service professional development programmes;
- xii. organize school based and zonal subject panels to enable teachers share knowledge, innovations and trends;
- xiii. coordinate gender mainstreaming issues for learners in curricular and co-curricular activities;
- xiv. ensure safety, health and discipline of learners;
- xv. supervise the interpretation and adaptation of the curriculum;
- xvi. ensure that Activities of Daily Living (ADL) programs, prevocational and vocational training programs are prepared and implemented;
- xvii. oversee sourcing and utilisation of instructional materials;

- xviii. co-ordinate and provide guidance and counselling services to the teachers, non-teaching staff and learners;
- xix. promote discipline of teaching and non-teaching staff;
- xx. supervise stores requisition and maintenance of proper inventory
- xxi. supervise teaching and non-teaching staff;
- xxii. supervise general repairs of buildings and equipment;
- xxiii. serve as secretary during staff meetings;
- xxiv. appraise staff;
- xxv. promote positive linkages between the school and stakeholders;
- xxvi. ensure safety and security of the institution's human and physical resources;
- xxvii. mentor and coach staff in the area of specialisation to improve knowledge, skills and performance;
- xxviii. initiate and supervise income generating projects to empower the learners for self-reliance and economic development; and
- xxix. any other duty as may be assigned.

### **2.9.6 HEAD TEACHER (SNE) T-SCALE 12**

This is a promotional grade for institutional administrators in SNE primary schools. The Head Teacher is the lead educator and the accounting officer in the school. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Deputy Head Teacher SNE T- Scale 11 for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C plain or other recognized equivalent qualifications;
- iii. have Primary Teacher Certificate (PTE) or its approved equivalent;
- iv. have a diploma in Special Needs Education or its equivalent;
- v. be a holder of Bachelor's degree in education SNE option or its equivalent;
- vi. have successfully undertaken the relevant TPD modules;
- vii. have satisfactory rating in the performance appraisal process;
- viii. meet the requirements of Chapter Six (6) of the Constitution; and
- ix. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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 prepare and impart knowledge, skills and attitudes to the learner to meet the objectives of the curriculum;
- iii. evaluate the learners in subjects of specialisation to ensure achievement of learning objectives and prepare them for national and/or other examinations;

- iv. provide new ideas and programmes to ensure improvement in the teaching and learning in the area of specialisation;
- v. embrace teamwork through collaborative planning and teaching;
- vi. ensure that special needs learners are adequately prepared, registered and presented for national or any other examinations;
- vii. identify the appropriate curriculum for the institution to provide more opportunities to the special needs learners in the optional subjects offered in the curriculum;
- viii. ensure safety and security of the institution's human and physical resources;
- ix. interpret and implement policy decisions that relate to the training, recruitment and deployment of staff for compliance with relevant rules and regulations;
- x. promote linkages between the institution and other stakeholders;
- xi. ensure appraisal of staff in the institution;
- xii. promote the welfare of staff and learners within the institution;
- xiii. ensure proper succession management and staff career development;
- xiv. manage, maintain and upgrade the institution's physical facilities;
- xv. ensure compliance with public procurement law and prudent utilisation of resources;
- xvi. oversee the proper maintenance of institutional records;
- xvii. convene meetings for staff, Board of Management, Parents' and any other meeting as may be necessary;
- xviii. follow up cases of absenteeism of learners; and
- xix. any other duty as may be assigned.

## **2.10 TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) INSTITUTIONS**

### **2.10.1 LECTURER III (TVET) T-SCALE 6**

This is an 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.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- ii. have a Diploma in Technical Education from a recognized institution; or have a Diploma in a relevant technical field plus a Diploma in Technical Education from a recognized institution;
- iii. have a valid Teaching certificate;
- iv. meet the requirements of Chapter six (6) of the Constitution; and
- v. meet any other requirement as may be deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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;
- v. embrace teamwork through collaborative planning and teaching;
- vi. Serve as a role model and promote learner discipline;
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. organise curricular and co-curricular activities;
- ix. assess and evaluate the learners during industrial attachment;
- x. ensure safety, health and security of learners;
- xi. participate in supervision of institutional and national examinations; and
- xii. any other duty as may be assigned.

### **2.10.2 LECTURER II (TVET) T-SCALE 7**

This is a promotional grade for technical diploma holders and an entry grade for degree holders. A Lecturer at this grade is responsible for day to day class management, training, evaluation and recording progress of learners.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher 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 have a Bachelor of Education Degree in the relevant technical field; or have a bachelor's degree or Higher Diploma in a relevant technical field plus a Post Graduate Diploma in Education from a recognized institution;
- iii. have a valid Teaching certificate;
- iv. have obtained a satisfactory rating in the performance appraisal process;
- v. have successfully undertaken the relevant TPD modules;
- vi. meet the requirements of Chapter six (6) of the Constitution; and
- vii. meet any other requirement as may be deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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;
- v. enhance collaboration between the institution and industries to facilitate industrial attachment;
- 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;
- viii. initiate research and consultancy activities in the department;
- ix. serve as a role model and promote learner discipline;
- x. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xi. assess and evaluate the learners during industrial attachment;
- xii. initiate the publication of research and written materials;
- xiii. organise curricular and co-curricular activities;
- xiv. ensure safety, health and security to learners;
- xv. participate in supervision of institutional and national examinations; and
- xvi. any other duty as may be assigned by the Commission.

### **2.10.3 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher 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

- have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iii. have a valid Teaching certificate;
  - iv. must have served in the position of Lecturer II TVET T-Scale 7 for a minimum period of three years;
  - v. have obtained a satisfactory rating in the performance appraisal process;
  - vi. have successfully undertaken the relevant TPD modules;
  - vii. meet the requirements of Chapter six (6) of the Constitution; and
  - viii. meet any other requirement as may be deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities 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;
- v. enhance collaboration between the institution and industries to facilitate industrial attachment;
- vi. interpret and implement policy decisions that pertain to technical education in the department;
- vii. induct and guide new teachers and teacher trainees into the institution;
- viii. mentor and coach learners in the area of specialisation;

- ix. initiate programmes aimed at improving teaching and learning in the area of specialisation;
- x. embrace teamwork through collaborative planning and teaching;
- xi. initiate research and consultancy activities in the department to develop new ideas;
- xii. serve as a role model and promote learner discipline;
- xiii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- xiv. assess and evaluate the learners during industrial attachment;
- xv. coordinate curriculum development, implementation and evaluation;
- xvi. interpret the curriculum in the subject area to ensure effective teaching and learning;
- xvii. ensure optimal utilisation of training and learning resources;
- xviii. initiate and supervise technical and income generating projects;
- xix. organise curricular and co-curricular activities;
- xx. ensure safety, health and security of learners;
- xxi. participate in supervision of institutional and national examinations; and
- xxii. any other duty as may be assigned.

#### **2.10.4 SENIOR MASTER IV (TVET) T-SCALE 9**

This is an entry and promotional 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.

Promotion to grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment this grade, a teacher must:-

- i. have served as Lecture I T-Scale 8 or in an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.5 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.

Promotion to grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to the grade, a teacher must:-

- i. have served as Senior Master IV TVET T-Scale 9 for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.6 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.

Promotion to grade will be competitive and subject to availability of vacancies in the establishment.

## **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 Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.7 SENIOR MASTER 1 (TVET) T-SCALE 12**

This is a promotional grade for institutional administrators in TVET institutions. The Senior Master 1 is expected to provide professional support, mentorship, guidance and counselling to the lecturers in the institution.

Promotion to grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a teacher must:-

- i. have served as Senior Master II T-Scale 11 for a minimum period of three (3) years;

- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES OF SENIOR MASTER IV, III, II & I TVET T – SCALE 9, 10, 11 & 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. initiate and supervise technical and income generating projects;
- vi. serve as a role model and promote learner discipline;

- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. offer advice to management on matters of technological development, mobilization of training resources and improvisation and innovations;
- ix. interpret and implement policy decisions that pertain to technical education in the department;
- x. offer guidance in the preparation of departmental budget and work plans in the respective departments;
- xi. provide leadership in the co-ordination of the teaching of subjects and courses in respective departments;
- xii. initiate and coordinate all research activities and acquisition of reference materials for effective curriculum delivery;
- xiii. develop and maintain linkages and partnerships with other research institutions;
- xiv. coordinate examinations administered in the institution;
- xv. collect, collate and maintain all departmental records;
- xvi. organise and coordinate school based in-service programmes to upgrade teacher's knowledge and skills for improved teaching and learning;
- xvii. appraise staff in the department;
- xviii. induct and guide new teachers and teacher trainees into the institution;
- xix. Coordinate the curriculum development, implementation and evaluation;
- xx. organise school based and zonal subject panels to facilitate sharing of knowledge, innovations and trends;
- xxi. coordinate mainstreaming of gender equity and inclusivity of persons with disabilities;
- xxii. assess and evaluate the learners during industrial attachment;



- xxiii. coordinate the preparation and production of course materials to support curriculum delivery;
- xxiv. ensure safety, health and security of learners; and
- xxv. any other duty as may be assigned.

### **2.10.8 DEAN OF STUDENTS III (TVET) T-SCALE 11**

This is a promotional grade for institutional administrators in TVET. The Dean of Students III TVET is in charge of learners' welfare. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.9 DEAN OF STUDENTS II - TVET T-SCALE 12**

This is a promotional grade for institutional administrators in TVET. The Dean of Students III TVET is in charge of learners' welfare. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Dean of Students III TVET T-Scale 11 or an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and

viii. meet any other requirement deemed necessary by the Commission.

### **2.10.10 DEAN OF STUDENTS I (TVET) T-SCALE 13**

This is a promotional grade for institutional administrators in TVET. The Dean of Students III TVET is in charge of learners' welfare. He/she is also responsible for the coordination of administration of learner disciplinary procedures in the institution.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade one must:-

- i. have served as Dean of Students II T-Scale 12 or an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have Master's degree in a relevant area;
- v. have obtained a satisfactory rating in the performance appraisal process;
- 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 meet any other requirement deemed necessary by the Commission.

### **DUTIES AND RESPONSIBILITIES OF DEAN OF STUDENTS III, II & I TVET TSCALE 11, 12 & 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;
- v. coordinate co-curricular activities;
- vi. coordinate guidance and counselling activities in the institution to ensure confidentiality, personal welfare of the learners and harmonious co-existence;
- vii. promote learners discipline;
- 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 and practice;
- xi. coordinate and organize elections of Students' Council;
- xii. coordinate and supervise the Student's Council on preparation of budget estimates and expenditure;
- xiii. conduct orientation of new learners in the institution;

- xiv. advise on the appropriate learning materials and facilities required by learners;
- xv. ensure safety, health and security for learners;
- xvi. resolve students' disputes; and
- xvii. any other duty as may be assigned.

### **2.10.11 REGISTRAR III (TVET) T-SCALE 11**

This is a promotional position for institutional 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.12 REGISTRAR II (TVET) T-SCALE 12**

This is a promotional position for institutional 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Registrar III T-Scale 11 or an in equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have obtained a satisfactory rating in the performance appraisal process;
- v. have a valid Teaching Certificate;
- vi. have successfully undertaken the relevant TPD modules;
- vii. meet the requirements of Chapter six (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

## **2.10.13 REGISTRAR I TVET T-SCALE 13**

This is a promotional position for institutional 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Registrar II T-Scale 12 or in an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. be a holder of Master's degree in a relevant area;
- v. have obtained a satisfactory rating in the performance appraisal process;
- vi. have a valid Teaching Certificate;
- vii. have successfully undertaken the relevant TPD modules;
- viii. meet the requirements of Chapter six (6) of the Constitution; and
- ix. meet any other requirement deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES OF REGISTRAR III, II & I TVET T- SCALE 11, 12 & 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. participate in the formulation of education plans and development of strategies;
- iv. evaluate the learners on subjects of specialization to ensure achievement of learning objectives and prepare them for national and other examinations;
- v. ensure availability of adequate curriculum support materials;
- vi. coordinate registration of students for internal and external examinations with relevant examination bodies;
- vii. induct new teachers and organise orientation of new learners into the institution;
- viii. coordinate and supervise academic and professional training programmes for learners;
- ix. coordinate registration and admission of new learners;
- x. coordinate the examination system and processes;
- xi. ensure safe custody of examination results and certificates;
- xii. coordinate the preparation and issuance of transcripts;
- xiii. coordinate the compilation of graduation lists and present the graduands;
- xiv. ensure safety, health and security of learners;



- xv. liaise with the relevant education institutions for proper implementation of the curriculum;
- xvi. serve as secretary to the institution's Academic and Examination Board, Graduation Central Committee and Senior Management Committee; and
- xvii. any other duty as may be assigned.

### **2.10.14 DEPUTY PRINCIPAL III (TVET) T-SCALE 11**

This is an entry and promotional grade for Deputy Principals 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Master III T-Scale 10 or in an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;

- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.15 DEPUTY PRINCIPAL II (TVET)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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Deputy Principal III or Senior Master II T-Scale 11 or in an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;

- iv. have obtained a 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 (6) of the Constitution; and
- viii. meet any other requirement deemed necessary by the Commission.

### **2.10.16 DEPUTY PRINCIPAL I (TVET) 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Deputy Principal II T-Scale 12 or in an equivalent position for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;

- iv. have a Master's degree in a relevant area;
- v. have a satisfactory rating in the performance appraisal process;
- 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 requirement deemed necessary by the Commission.

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

The duties and responsibilities of Deputy Principal IV, 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 teaching curriculum;
- iii. participate in the formulation of education plans and development of strategies;
- iv. promote discipline in the institution among the teachers, non-teaching staff and learners to create a conducive learning environment;
- v. supervise the interpretation and implementation of the curriculum;
- vi. ensure examinations, assessments and scheduling of instructional programmes are implemented to facilitate feedback, remedial teaching and certification of learners;
- vii. ensure instructional materials are sourced, availed and utilized by the teachers and learners;

- viii. oversee stores requisition and maintenance of proper inventory to achieve accountability and optimal utilisation;
- ix. supervise teaching and non-teaching staff;
- x. serve as secretary to staff meetings;
- xi. maintain staff and learner's records;
- xii. coordinate staff appraisal;
- xiii. promote positive linkages between the school and stakeholders;
- xiv. chair Senior Masters' departmental meetings;
- xv. induct and guide new teachers and teacher trainees in the institution;
- xvi. mentor and coach staff in the area of specialization;
- xvii. ensure safety, health and security of learners;
- xviii. facilitate preparation, registration and presentation of learners for the national examinations in accordance with the regulations of the examining bodies; and
- xix. any other duty as may be assigned.

### **2.10.17 PRINCIPAL (TVET) T-SCALE 13**

This is an entry and promotional grade for Principals of TVET institutions. The Principal is the lead educator and the accounting officer. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Deputy Principal II T-Scale 12 or in an equivalent position in the education sector for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have a Master's degree in a relevant area;
- v. have obtained a satisfactory rating in the performance appraisal process;
- 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 requirement deemed necessary by the Commission.

### **2.10.18 SENIOR PRINCIPAL (TVET) T-SCALE 14**

This is a promotional grade for Principals of TVET institutions. The Principal is the lead educator and the accounting officer. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Principal T-Scale 13 or in an equivalent position in the education sector for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have a Master's degree in a relevant area;
- v. have a satisfactory rating in the performance appraisal and/or performance contracting process;
- 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 requirement deemed necessary by the Commission.

### **2.10.19 CHIEF PRINCIPAL (TVET) T-SCALE 15**

This is a promotional position and the highest grade for Principals of TVET institutions. The Principal is the lead educator and the accounting officer. 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.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade a teacher must:-

- i. have served as Senior Principal T-Scale 14 or in an equivalent position in the education sector for a minimum period of three (3) years;
- ii. have a Kenya Certificate of Secondary Education (KCSE) minimum mean Grade C+ (plus) or other recognized equivalent qualifications;
- iii. have a Bachelor of Education Degree in the relevant Technical field; or have a Bachelor's Degree or Higher Diploma in relevant Technical field plus a Post Graduate Diploma in Education;
- iv. have a Master's degree in a relevant area;
- v. have a satisfactory rating in the performance appraisal and/or performance contracting process;
- 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 requirement deemed necessary by the Commission.



## **DUTIES AND RESPONSIBILITIES OF PRINCIPAL, SENIOR PRINCIPAL & CHIEF PRINCIPAL T-SCALE 13, 14 & 15**

The duties and responsibilities of Principal, Senior Principal and 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 objective of the teaching curriculum;
- iii. participate in the formulation of education plans and development of strategies;
- iv. ensure compliance with professional practice and integrity in the institution;
- v. oversee and evaluate the implementation of the curriculum;
- vi. assign teaching and other official duties to staff in the institution;
- vii. provide leadership by creating a conducive learning environment that promotes inclusivity;
- viii. update the Commission and other stakeholders on the institution's performance;
- ix. offer technical and professional advice to the Board of Management and other stakeholders;
- x. oversee maintenance of teaching standards;
- xi. Oversee the preparation, registration and presentation of learners for national examinations in accordance with the regulations of the examining body;
- xii. ensure appropriate instructional materials are sourced, availed and utilized by the teachers and learners to support curriculum implementation;
- xiii. participate in the development of education and training policies;

- xiv. oversee the implementation of education and training policies developed by Government;
- xv. ensure prudent management and maintenance of the institutional resources;
- xvi. ensure compliance with procurement procedures in accordance with the relevant laws;
- xvii. identify, initiate and oversee required infrastructure development for the institution;
- xviii. mentor and coach staff;
- xix. oversee safe custody of the institutional records;
- xx. oversee development and implementation of institutional strategic plan;
- xxi. Offer technical and professional advice to the Board of Management and other stakeholders;
- xxii. serve as secretary to the Board of Management;
- xxiii. ensure safety, health and security of learners;
- xxiv. promote linkages between the institution and stakeholders;
- xxv. create a conducive environment for teaching and learning;
- xxvi. oversee staff appraisal; and
- xxvii. any other duty as may be assigned.

## **2.11 SPECIAL NEEDS EDUCATION LECTURERS (TVET)**

### **2.11.1 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 responsible for class management, training, evaluation and recording progress of special needs learners.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

### **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 Diploma in the relevant technical area plus a Diploma in Special Need Education;
- iii. have a valid Teaching Certificate;
- iv. meet the requirements of chapter six (6) of the Constitution; and
- v. meet any other requirement as may be deemed necessary by the Commission.

### **2.11.2 LECTURER II – SNE (TVET) T– SCALE 8**

This is a promotional grade for Lecturers in TVET-SNE. A teacher at this grade is responsible for day to day class management, training and evaluation.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **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 minimum mean grade of C+ at KCSE and a minimum of C+ in two teaching subjects;
- iii. holder of Bachelor's degree in Education in a relevant technical area plus a Diploma in SNE; or  
holder of a Bachelor's degree/Higher National Diploma in a relevant technical area **AND** a Post Graduate Diploma in Education (PGDE) plus a Diploma in SNE;
- iv. have a valid Teaching Certificate;
- v. have satisfactory rating in the performance appraisal process;
- vi. have successfully undertaken the relevant TPD modules;
- vii. meet the requirements of chapter six (6) of the Constitution; and
- viii. meet any other requirement as may be deemed necessary by the Commission.

### **2.11.3 LECTURER I – SNE (TVET) T – SCALE 9**

This is a promotional grade for lecturers in TVET SNE. Lecturer I is responsible for day to day class management, training and evaluation. He/she is also to prepare and impart knowledge, skills and attitudes to the learners to meet the objectives of the curriculum.

Promotion to this grade will be competitive and subject to availability of vacancies in the establishment.

## **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 minimum mean grade of C+ at KCSE and a minimum of C+ in two teaching subjects;
- iii. holder of Bachelor's degree in Education in a relevant technical area plus a Diploma in SNE; or  
holder of a Bachelor's degree/Higher National Diploma in a relevant technical area **AND** a Post Graduate Diploma in Education (PGDE) plus a Diploma in SNE;
- iv. have a valid Teaching Certificate;
- v. have satisfactory rating in the performance appraisal process;
- vi. have successfully undertaken the relevant TPD modules;
- vii. meet the requirements of chapter six (6) of the Constitution; and
- viii. meet any other requirement as may be deemed necessary by the Commission.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of Lecturer III/II/1 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;
- v. embrace teamwork through collaborative planning and teaching;
- vi. Serve as a role model and promote learner discipline;
- vii. provide guidance and counselling services to the learners, to create conducive environment for learning and harmonious co-existence;
- viii. organise curricular and co-curricular activities;
- ix. participate in supervision of institutional and national examinations;
- x. ensure safety, health and security of learners;
- xi. enhance collaboration between the institution and industries to facilitate industrial attachment;
- xii. initiate programmes aimed at the improvement in the teaching and learning in the area of specialisation;
- xiii. embrace teamwork through collaborative planning and teaching;
- xiv. initiate research and consultancy activities in the department to develop new ideas;
- xv. initiate publication of research and written materials for generation of knowledge;
- xvi. induct and guide new Lecturers and teacher trainees;
- xvii. mentor and coach staff in the area of specialisation;
- xviii. provide new ideas and programmes to ensure improvement in the teaching and learning at the area of specialisation;

- xix. organise workshops/ seminars/ symposiums to further knowledge in subject areas; and
- xx. any other duty as may be assigned.

#### **2.11.4 PROGRESSION OF TVET SNE LECTURERS**

Promotion of TVET SNE Lecturers from T-Scale 9 onwards shall be in accordance with the grading structure for other TVET Lecturers.