TEACHERS SERVICE COMMISSION

REVISED SCHEME OF SERVICE

FOR

GRADUATE TEACHERS AND LECTURERS

2007
1. **AIMS AND OBJECTIVES**

   (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Graduate Teachers with adequate professional training and competence in the Teaching Service.

   (ii) To establish standards of recruitment, training and advancement within the career structure on the basis of qualifications, merit and ability as reflected in work performance and results.

   (iii) To provide for clearly defined job descriptions and specifications at all levels within the career and grading structure which will ensure proper deployment and utilization of Graduate Teachers.

   (iv) To ensure appropriate career planning and succession management.

2. **ADMINISTRATION AND TRAINING SCOPE**

   (a) **Responsibility for Administration**

      (i) The Scheme of Service will be administered by the Secretary, Teachers Service Commission in consultation with the Permanent Secretary in charge of Education.

      (ii) In administering the Scheme, the Secretary, Teachers Service Commission and the Permanent Secretary in charge of Education will ensure that all its provisions are strictly observed for fair and equitable treatment of all Graduate Teachers.

   (b) **Training Scope**

      The Permanent Secretary in charge of Education, and the Secretary, Teachers Service Commission will ensure that appropriate training opportunities and facilities are provided to assist serving teachers to acquire the necessary additional qualifications and experience required for both efficient performance of their duties and advancement within the Scheme. The teachers should also be encouraged to undertake training privately for self-development.

3. **THE TEACHING FUNCTION**

   The Teaching Function involves attitudinal, mental and physical development of the Kenyan youth to become good citizens. This entails imparting knowledge, skills and attitudes necessary for moulding behavior to standards acceptable to the society. The function further involves preparing schemes of work, lesson plans, lesson notes, students’ assessment reports and other records, development and organization of teaching/learning materials, organization of curricula and co-curricula activities, guiding
and counseling of students, maintenance of students discipline and general management of institutions.

4. **GRADING STRUCTURE AND SCOPE**

(a) **Grading Structure**

The Scheme of Service establishes eight (8) grades in the Graduate Teachers cadre who will be designated and graded as follows:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untrained Graduate Teacher</td>
<td>‘J’</td>
</tr>
<tr>
<td>Graduate Teacher II</td>
<td>‘K’</td>
</tr>
<tr>
<td>Graduate Teacher I</td>
<td>‘L’</td>
</tr>
<tr>
<td>Senior Graduate Teacher</td>
<td>‘M’</td>
</tr>
<tr>
<td>Principal Graduate Teacher II</td>
<td>‘N’</td>
</tr>
<tr>
<td>Principal Graduate Teacher I</td>
<td>‘P’</td>
</tr>
<tr>
<td>Senior Principal Graduate Teacher</td>
<td>‘Q’</td>
</tr>
<tr>
<td>Chief Principal Graduate Teacher</td>
<td>‘R’</td>
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</tbody>
</table>

*Note:*

(i) The grades of Graduate Teacher II/II, Job Groups ‘K/L’ will form a common establishment.

(ii) Untrained Graduate Teachers will not be members of the scheme but the Teachers Service Commission may employ them as need arises.

(iii) Non-Graduate Teachers who acquire a degree with at least two teaching subjects from a recognized institution, will qualify to join the scheme of service for Graduate Teachers as appropriate.

(b) **Serving Teachers**

Serving teachers will adopt the grading structure and designations provided in the Scheme of Service though they may not be in possession of the prescribed minimum qualifications and/or experience required in the Scheme for the present grade. For advancement to higher grades, however, a teacher must possess the necessary qualifications and/or experience prescribed in the Scheme of Service.

5. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of the Scheme of Service:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C+ (plus) or its equivalent.
(ii) A Bachelor’s degree in Education from a recognized university with at least two teaching subjects in the curriculum offered in public education institutions.

(iii) A Post Graduate Diploma in Education based on subjects studied at undergraduate level from a recognized university/institution.

(iv) A Master’s degree in a relevant field from a recognized university.

(v) A Doctorate degree in a relevant field from a recognized university.

6. **ENTRY INTO THE SCHEME OF SERVICE**

(a) **Direct Appointment**

Direct appointment will normally be made in the grades of Untrained Graduate Teacher, Job Group ‘J’ and Graduate Teacher II, Job Group ‘K’. In exceptional cases, however, direct appointment beyond these grades may be made by the Secretary, Teachers Service Commission in consultation with the Permanent Secretary in charge of Education, provided that the candidate is in possession of the requisite minimum qualifications and experience required for appointment to that grade.

(b) **Incremental Credit**

(i) On appointment, a Trained Graduate Teacher will qualify for one incremental credit for each year of approved teaching experience provided the maximum of the scale is not exceeded.

(ii) A Trained Graduate Teacher who has/acquires Master’s degree will qualify for three (3) increments provided the maximum of the scale is not exceeded.

(iii) A trained graduate teacher who has/acquires a doctorate degree will qualify for three (3) increments provided the maximum of the scale is not exceeded.

(iv) In granting incremental credit for approved experience, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. **ADVANCEMENT TO HIGHER GRADES**

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that the qualifications and other conditions set out in this Scheme of Service are basic minimum requirements, fulfillment of which entitles a teacher for consideration for appointment or promotion. In addition, advancement from one grade to another will depend on:

(i) the existence of a vacancy in the authorized establishment;
(ii) merit and ability as reflected in work performance and results;

(iii) the approval of the Secretary, Teachers Service Commission in consultation with the Permanent Secretary in charge of Education; and

(iv) successful completion of postgraduate training from a recognized Teacher Training Institution in the case of Untrained Graduate Teachers.

8. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st July, 2007. On implementation, all serving Graduate Teachers will automatically become members of the Scheme.

9. JOB AND APPOINTMENT SPECIFICATIONS

I. UNTRAINED GRADUATE TEACHER, JOB GROUP ‘J’

(a) Duties and Responsibilities

An Untrained Graduate Teacher will be required to teach under the guidance of the head teacher or other experienced teachers. Duties and responsibilities will include:

(i) teaching;
(ii) preparing and maintaining of schemes of work, lesson plan, lesson notes, student assessment reports, records of work and other records;
(iii) assessing and evaluating students’ performance and provision of remedial action;
(iv) maintaining and improving students discipline;
(v) guiding and counseling students;
(vi) organizing curricula and co-curricular activities; and
(vii) any other relevant duties assigned by the Head of Institution.

(b) Requirements for Appointment

For appointment to the grade of Untrained Graduate Teacher, a candidate must have:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent.

(ii) A Bachelor’s degree from a recognized university with at least two (2) teaching subjects in the curriculum offered in public education institutions.

II. GRADUATE TEACHER II, JOB GROUP ‘K’

(a) Duties and Responsibilities

This is the entry grade for professional Graduate Teachers. Duties and responsibilities will include:
(i) teaching;
(ii) preparing and maintaining, schemes of work, lesson plans, lesson notes, student assessment reports, records of work and other records;
(iii) developing and organizing relevant teaching and learning materials;
(iv) initiating and organizing curricula and co-curricula activities;
(v) assessing and evaluating students’ performance and provision of remedial action;
(vi) maintaining and improving student discipline;
(vii) guiding and counseling students; and
(viii) any other relevant duties assigned by the Head of Institution.

(b) Requirements for Appointment

Direct Appointment

For appointment to the grade of Graduate Teacher II, a candidate must have:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent.

(ii) A Bachelor’s degree and a Post-graduate Diploma in Education based on subject studied at under graduate level from a recognized university/Institution

(iii) A Bachelor of Education degree from a recognized university with at least two (2) teaching subjects in the curriculum offered in public education institutions.

Promotion

Untrained Graduate Teachers will be eligible for appointment to this grade provided they acquire a Post-Graduate Diploma in Education based on subjects studied at undergraduate level from a recognized training institution.

III. GRADUATE TEACHER I, JOB GROUP ‘L’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching;
(ii) managing class library, making requisitions for equipment and materials required by the students;
(iii) co-ordinating class activities and ensuring that student discipline is maintained;
(iv) guiding and counseling students;
(v) organizing remedial action for students;
(vi) preparing and maintaining schemes of work, lesson plans, lesson notes, student assessment reports, record of work and other records;
(vii) participating in local subject panels and departmental activities;
(viii) organizing curricula and co-curricular activities; and
(ix) any other relevant duties assigned by the Head of Institution.

(b) **Requirements for Appointment**

For appointment to the grade of Graduate Teacher I, a candidate must have:

(i) served in the grade of Graduate Teacher II for a minimum period of three (3) years;

(ii) shown ability to organize, conduct and initiate institutional programmes;

(iii) demonstrated ability to develop teaching materials in areas of specialization; and

(iv) been involved in curricula and co-curricula activities.

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**IV. SENIOR GRADUATE TEACHER, JOB GROUP ‘M’**

(a) **Duties and Responsibilities**

Duties and responsibilities of Senior Graduate will include:

(i) teaching;

(ii) preparing schemes of work, lesson plans, lessons notes, assessment records;

(iii) inducting and guiding new teachers and trainee teachers;

(iv) conducting research activities and publishing teaching materials/manuals;

(v) participating in local subject panels and department activities;

(vi) guiding and counseling students;

(vii) organizing remedial action for students;

(viii) maintaining student discipline;

(ix) managing class library, making requisitions for equipment and materials required by the students;

(ix) participating in subject panels, departmental activities;

(x) organizing curricula and co-curricula activities; and

(xi) any other relevant duties assigned by the Head of Institution.

*Note:*

*Deployment to administrative positions may be made from teachers in Job Group ‘M’ and above.*

(b) **Requirements for Appointment**

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

(i) have served for at least three (3) years in that grade;
(ii) have demonstrated outstanding competence by improving and maintaining high standards in examination results;

(iii) be able to organize and administer curricula and co-curricula activities;

(iv) be knowledgeable in stores, supplies and requisitions;

(v) have consistently met set performance targets; and

(vi) be conversant with legal provisions in education, have knowledge of curricular development and implementation, current trends, policies and developments in the education sector.

V. PRINCIPAL GRADUATE TEACHER II, JOB GROUP ‘N’

(a) Duties and Responsibilities

Duties and responsibilities of Principal Graduate Teacher II will include:

(i) teaching;
(ii) preparing schemes of work, lessons plans, lesson notes, students assessment records;
(iii) guiding and counseling students;
(iv) initiating and conducting research activities and publishing teaching materials/manuals;
(v) organizing remedial action for students;
(vi) maintaining student discipline;
(vii) inducting and guiding teachers/trainee teachers;
(viii) participating in subject panels and departmental activities;
(ix) managing class library, making requisitions for equipment and materials required by the students;
(x) organizing curricular and co-curricular activities; and
(xi) any other relevant duties assigned by the Head of Institution.

Note:

A Principal Graduate Teacher II, Job Group “N” may be deployed as Head of Department or Deputy Headteacher or Headteacher in a School with one stream and above or Head of Department, or Guidance and Counseling Co-ordinator, or Dean of Students, Dean of Curriculum or Registrar in any tertiary institution.

(b) Requirements for Appointment

For appointment to the grade of Principal Graduate Teacher II, a Senior Graduate Teacher must:

(i) have served in that grade for a minimum period of three (3) years;
(ii) have demonstrated ability to develop, write and publish teaching materials and be able to participate in the Kenya Institute of Education Course Panels;

(iii) have shown ability to organize, administer and co-ordinate institutional activities;

(iv) be capable of preparing recurrent and development estimates for the department or institution as the case may be;

(v) have consistently met set performance targets; and

(vi) be conversant with legal provisions in education, have knowledge of curricular development and implementation, current trends, policies and developments in the education sector.

VI. PRINCIPAL GRADUATE TEACHER I, JOB GROUP ‘P’

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

(i) teaching;
(ii) preparing of professional records;
(iii) maintaining discipline;
(iv) guiding and counseling students;
(v) involvement in formulating education plans and development strategies for the institution;
(vi) involvement in maintaining the academic standards and records, timetables and schemes of work at the institutions;
(vii) initiating and conducting educational courses, conferences, seminars and workshops;
(viii) involvement in preparing estimates of recurrent and development expenditure for the institution;
(ix) inducting new teachers;
(x) initiating and conducting research activities and publishing teaching materials/manuals;
(xi) organizing remedial action for students; and
(xii) any other relevant duties assigned by the Head of Institution.

Note:

A Principal Graduate Teacher I, Job Group “P” may be deployed as Senior Head of Department in a National School or a school with three streams or above or Deputy Headteacher, or Headteacher in a two streams School and above or as Senior Head of Department, or Guidance and Counseling Co-ordinator, or Dean of students, Dean of Curriculum, or Deputy Principal or Principal in any tertiary institution.
(b) Requirements for Appointment

For appointments to the grade of Principal Graduate Teacher I, a Principal Graduate Teacher II must:

(i) have served in that grade for at least three (3) years;
(ii) have a relevant Master’s degree from a recognized institution;
(iii) be conversant with national education policies and objectives as well as national and international curriculum development;
(iv) be able to supervise, guide and assess trainee teachers as well as set and moderate national examinations;
(v) be conversant with legal provisions in education, knowledge of curricular development and implementation, knowledge of current trends, policies and developments in the education sector; and
(vi) have consistently met set performance targets.

VII. SENIOR PRINCIPAL GRADUATE TEACHER, JOB GROUP ‘Q’

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

(i) teaching;
(ii) involvement in maintaining a focused planning and development for the institution;
(iii) preparing schemes of work, lesson notes, lesson plans programme and academic records in the institution;
(iv) formulating education plans and developing strategies for the institution;
(v) initiating curriculum development and ensuring its implementation and evaluation;
(vi) initiating and conducting research in areas of specialization;
(vii) initiating and conducting research activities and publishing teaching materials/manuals;
(viii) mobilizing and managing financial and human resources;
(ix) improving and maintaining student discipline;
(x) involvement in preparing estimates of recurrent and development expenditure for the institution;
(xi) guiding and counseling students;
(x) inducting new teachers;
(xii) organizing workshops and seminars;
(xiii) organizing curricular and co-curricular activities; and
(xiii) any other relevant duties assigned by the Head of Institution.

Note:

A Senior Principal Graduate Teacher Job Group ‘Q’ may be deployed as Deputy Headteacher or Headteacher in a National School or Provincial School with four streams and above or as Deputy Principal or Principal in any tertiary institution.
(b) **Requirements for Appointment**

For appointment to the grade of Senior Principal Graduate Teacher, a Principal Graduate Teacher I must:

(i) have served in that grade for at least three (3) years;
(ii) have demonstrated organizational ability in an educational institution and be an all-round education leader familiar with the national education system;
(iii) be conversant with legal provisions in education, knowledge of curricular development and implementation, knowledge of current trends, policies and developments in the education sector;
(iv) have proven ability in improving and maintaining high teaching and learning standards in educational institutions;
(v) have relevant Masters’ degree from a recognized institution;
(vii) have consistently met set performance targets;
(viii) be involved in planning and development of the institution; and
(ix) show evidence of research and publication in areas of specialization, and be able to interpret and evaluate research findings.

VIII. **CHIEF PRINCIPAL GRADUATE TEACHER, JOB GROUP ‘R’**

(a) **Duties and Responsibilities**

Duties and responsibilities will include:

(i) teaching;
(ii) mobilizing and managing financial and human resources;
(iii) involvement in preparing lesson plans, lesson notes, timetables, schemes of work and maintaining academic standards in the institution;
(iv) formulating education plans and development strategies for the institution;
(v) initiating curriculum development and ensuring its implementation and evaluation;
(vi) initiating new ideas and programmes aimed at improving teaching and learning at the institution;
(vii) enhancing teamwork through use of professional skills;
(viii) initiating and conducting research activities and publishing teaching materials/manuals;
(ix) improving and maintaining student discipline;
(x) involvement in preparing estimates of recurrent and development expenditure for the institution;
(xi) guiding and counseling of students;
(xii) inducting and guiding new teachers and teacher trainees;
(xiii) involvement in focused planning and development of the institution;
(xiv) organizing curricular and co-curricular activities; and
(xv) any other relevant duties assigned by the Head of Institution.

*Note:*

A Chief Principal Graduate Teacher Job Group ‘R’ may be deployed as Headteacher in a National School or Provincial School with four streams and above or as Principal in any tertiary institution.
(b) **Requirements for Appointment**

For appointment to the grade of Chief Principal Graduate Teacher, a Senior Principal Graduate Teacher must:

(i) have served in that grade for at least three (3) years;
(ii) have a relevant Masters’ degree from a recognized institution;
(iii) be conversant with national education policies and objectives as well as national and international curricula development and implementation practices;
(iv) be conversant with the current trends in education and training;
(v) be able to supervise, guide and assess trainee teachers as well as setting and moderating national examinations;
(vi) be conversant with legal provisions in education, have knowledge of curricular development and implementation, current trends, policies and developments in the education sector;
(vii) be able to interpret and evaluate research activities;
(viii) have consistently met set performance targets; and
(ix) show evidence of research and publication in areas of specialization.
APPENDIX ‘A’

DEPLOYMENT TO ADMINISTRATIVE POSITIONS

The following appendices cite the general administrative duties and responsibilities for senior professional cadre that is, Heads of Department, Deputy Heads of Institutions, and Heads of Institutions.

It should be noted that these are senior teaching appointments which will be limited to professionals who have demonstrated outstanding merit and ability in training, administration, research, consultancy, training advancement, technological advancement, publishing training materials and other scholarly endeavors.

Note:

(i) Deployment to administrative positions may be made from teachers in Job Group ‘M’ and above.

(ii) Graduate Teachers in administrative positions in any job group who fail to perform their duties as required will be deployed to perform teaching duties where their services are required.
APPENDIX ‘B’

DUTIES AND RESPONSIBILITIES

HEADS OF INSTITUTIONS

The Head of Institution is responsible to the Provincial Director of Education for:

(a) Teaching and Administering Teaching Functions

(i) Teaching his subject of specialty and supervising the implementation of the curriculum in the entire institution.

(ii) Ensuring that students are adequately prepared, registered and presented for the National Examinations in accordance to the Kenya National Examination Council Regulations.

(iii) Identifying the appropriate curriculum for the institution.

(b) Administration

(i) Overall Head of Institution under the direction of the Board of Governors.

(ii) Serving as the secretary to the managing authority of the institution.

(iii) Overall organizer, co-ordinator and supervisor of all the activities in the institution and being responsible for improving and maintaining high training and learning standards.

(v) Responsible for planning, acquisition, development and maintenance of physical facilities at the institutions.

(v) Safety and security of the institutions’ human and physical resources.

(c) Human Resource Management

(i) Interpreting and implementing policy decisions pertaining to training, recruitment and deployment of staff.

(ii) Co-ordinating specific training and learning activities in the institutions.

(iii) Promoting linkages between the institution, neighbouring communities and other organizations.

(iv) Promoting liaison between the institution and other private sector organizations.

(v) Appraising staff in the institution.
(vi) Promoting the welfare of all staff and students within the institution.

(vii) Guidance and Counseling of staff and students in the institution.

(viii) Ensuring proper succession management.

(d) **Financial Management and Control**

(i) Serving as the Accounting Officer for the institution, and being responsible for preparation of the institutions’ budget.

(ii) Management and maintenance of the institutions’ physical facilities.

(iii) Procuring, expending, keeping records of all inventories; and

(e) Any other relevant duties assigned by the Board of Governors, the Provincial Director of Education and the Teachers Service Commission.
APPENDIX ‘C’

DUTIES AND RESPONSIBILITIES

DEPUTY HEADS OF INSTITUTIONS

The Deputy Head of Institution is responsible to the Head of the Institution for:

(a) **Teaching and Administering Teaching Function**

   (i) Teaching the subject of specialization.

   (ii) Teaching the subject of specialization.

   (iii) Ensuring that examinations and assessments are carried out and that proper scheduling of instructional programmes are implemented.

   (iv) Supervision of all teaching programmes in the institution.

(b) **Administration**

   (i) Taking charge of all aspects of institution’s administration in the absence of the Head of the Institution.

   (ii) Organization and supervision of the institution’s activities and events including maintaining cleanliness and general repairs of building.

   (iii) Supervising teaching staff and other institutional employees in the proper discharge of tuition programmes.

   (iv) Co-ordinating all the departments and ensuring that the approved curriculum is implemented.

   (v) Safety and security of the institution’s human and physical resources.

(c) **Human Resource Management**

   (i) Maintaining student discipline in the institution.

   (ii) Co-ordinating and assisting other teachers in the institution in performing curriculum activities.

   (iii) Appraising staff in the institution.

   (iv) Guiding and Counseling of staff and students.

   (v) Promoting liaison between the institution and the students, employers, sponsors, parents and the local community in order to cultivate goodwill.
(d) **Financial Management and Control**

(i) Supervision of the maintenance of proper inventories of equipment and supplies entrusted to the departments.

(ii) Stores requisitions and maintenance of proper inventory records.

(iii) Co-ordinating departmental requisitions, receipts and issues of institution’s supplies and stores.

(iv) Initiating, supervising income-generating activities in the institution.

(e) **Performing any other relevant duties assigned by the Head of the Institution.**
DUTIES AND RESPONSIBILITIES

HEADS OF DEPARTMENTS

The Head of Department is responsible to the Head of the Institution for:

(a) Teaching and administering teaching functions

(i) Teaching subject of specialization.

(ii) Promoting efficiency in the teaching process in the department, providing leadership, curriculum design, development and review in a particular field.

(iii) Co-ordinating consultancy and research activities undertaken within the department in liaison with other institutions and government departments.

(iv) Ensuring the maintenance of high standards of professionalism in setting, supervising and marking of examinations within the department.

(v) Co-ordinating and guiding the publication of written materials and other professional endeavors undertaken by staff within the department.

(vi) Ensuring that schemes of work, lesson plans and lesson notes are developed and used in the course of teaching.

(vii) Advising on the appropriate course materials and equipment required in the department.

(b) Departmental Management and Co-ordination

(i) Administering a department in the institution.

(ii) Allocating duties to staff within the department as well as undertaking research consultancy.

(iii) Co-ordinating teaching and research activities within the department.

(iv) Supervising academic and professional programmes in the department.

(c) Human Resource Management

(i) Appraising staff in the department.

(ii) Allocating duties to staff within the department as well as undertaking research, consultancy and teaching duties in the subject of specialization.
(iii) Co-ordinating students’ career selection, tuition and examinations within the department.

(iv) Undertaking general duties relating to student welfare and academic development.

(v) Co-ordinating staff development activities within the department.

(vi) Guiding and Counselling/discipline of students.

(d) **Financial Management and Control**

(i) Co-ordinating income generating activities within the department.

(ii) Co-ordinating the identification and procurement, tools, equipment and other facilities in order to improve and uphold high teaching standards.

(iv) Ensuring proper care and maintenance of teaching equipments and other facilities.

(v) Maintaining proper inventories of equipment and supplies entrusted to the department.

(vi) Co-ordinating departmental requisitions, receipts and issues of institutions supplies and stores.

(e) **Performing any other relevant duties assigned by the Head of the Institution.**