TEACHERS SERVICE COMMISSION



Teacher Performance Appraisal and Development Tool Primary and Secondary Institutions

TSC NO.			
Name			
Designation			
Institution			
Zone			
Sub County			
County			

3.1. TPAD Teaching Standards

Tar	gets	Termly Rating Scale (1-5) for each Target									
		App	praisee l	Rating	App	praiser	Rating	Ag	Agreed Rating		
1.0	Professional Knowledge and Practice (wt. 3) (Max 24)	T1	T2	Т3	T1	T2	Т3	T1	T2	Т3	
(i)	Demonstrate mastery of the subject content and use appropriate instructional methods (Wt-3)										
(ii)	Undertake lesson observation at least once a term (Wt-3)										
(iii)	Utilize teaching/ learning resources effectively(Wt-3)										
(iv)	Prepare professional documents based on the current syllabus/designs (wt-3)										
(v)	Ability to identify learners' capability and learning styles (Wt-3)										
(vi)	Ability to identify and nurture learners' talents (Wt-3)										
(vii)	Ability to access, retrieve and integrate ICT in teaching and learning (Wt-3)										
(viii)	Ability to carry out learner assessment, feedback and reporting on learners' learning (Wt-3)										
	Sub total										
2.0	Comprehensive Learning Environment (wt. 3) (Max 12)										
(i)	Ability to create child friendly school/class environment through planned activities to demonstrate respect, equity, inclusion and moral values(Wt-3)										
(ii)	Ability to create child friendly school/class environment through planned activities to demonstrate respect, equity, inclusion and moral values(Wt-3)										
(iii)	Ability to ensure safety of learners (Wt-3)										
(iv)	Ability to manage learners conduct and behavior(Wt-3)										
	Sub total										

Tar	gets	Termly Rating Scale (1-5) for each Target									
		Арр	raisee R	Rating	Ap	Appraiser Rating			Agreed Rating		
3.0	Teacher Professional Development (Wt-3) (Max 9)	T1	T2	Т3	T1	T2	Т3	T1	T2	Т3	
(i)	Prepare Self Professional Development Support Plan (Wt-3)										
(ii)	Identification of professional gaps(Wt-3)										
(iii)	Engage in continuous and relevant career growth and development										
	activities(Wt-3)										
	Sub total										
4.0	Teacher Conduct & Professionalism (Wt-6) (Max 30)										
(i)	Ability to act in the best interest of the learner and maintain high standards										
	of ethics and professional requirements within and outside the institution										
	(Wt-6)										
(ii)	Demonstrate knowledge on the legal requirements in education (Wt-6).										
(iii)	Comply with the professional requirements in teaching and learning (Wt-6).										
(iv)	Ability to observe punctuality in lesson attendance, performance of duty and preparation of professional documents (Wt-6)										
(v)	Timely syllabus coverage and meeting of deadlines (Wt-6)										
	Sub total										
5.0	Participation in Professional Learning Community (W										
(i)	Join Professional Learning Community(PLC) (Wt-5)										
(ii)	Collaborate with colleagues and the broader professional learning community to support teaching and learning (Wt-5)										
(iii)	Collaborate with parents/guardians and other stakeholders (Wt-5)										

(iv)	Establish linkages with the community (Wt-5)					
(v)	Participate in programs organized in collaboration with other educational bodies: KNEC, MOE, KICD etc. (Wt-5)					
	Sub total					
	Aggregate Score					
	ANNUAL SCORE (AVERAGE OF AGREED RATING FOR TERM 1, 2 & 3)					

Annual Learners Progress

Subject	Class/Form	Previous Year Mean	Target Mean score	Current Term Mean	Deviation (+/-)

4.0. Appraisee/Appraiser's Remar	rĸ	K
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	Appraisee	Sign/date	Appraiser	Sign/date
			NameDesignation	
			TSCNo	
1				
2				
3				
5.0. Ov	erall Annual Appraiser's Remarks			
			Sign Date	•••••
~				
5.0. C	ountersigning			
		al process and appraisees	s' suitability for assignment to position of higher responsibility	
		al process and appraisees	s' suitability for assignment to position of higher responsibility.	
		al process and appraisees	s' suitability for assignment to position of higher responsibility.	
		al process and appraisees	s' suitability for assignment to position of higher responsibility.	
	rsigning officer's remarks on the apprais	al process and appraisees	s' suitability for assignment to position of higher responsibility.	
Counter	rsigning officer's remarks on the apprais		s' suitability for assignment to position of higher responsibility. TSC No	

NB: A countersigning officer is one who is in a senior position than the appraisee and the appraiser in the appraisal process.