

TEACHERS SERVICE COMMISSION

Checklist of Documents to be Maintained by the Heads of Institution

Institution: _____ **Year:** _____ **Term** _____ **From** _____ **To** _____

Teacher's Name. _____ **TSC No.** _____

Pursuant to regulation 42(2) of the Code of Regulations for Teachers 2015, the head of institution is required to perform the role of quality assurance within the institution. In addition, regulation 71 assigns the head of institution the role of lead educator and administrator. While performing this role, the head of institution is required to maintain institutional records and documents in regard to educational management and curriculum implementation.

In this regard, the following documents shall be used to assess whether the Head of the Institution has embraced institutional based Quality Standard Management (QSM) in maintenance of teaching standards. The listed records must be acquired, prepared, used, updated and maintained at all times. This checklist is intended to assist the head of institution maintain professional documents for the institution, which could be referred to by an officer for the purpose of assessing the head of institution.

This checklist shall apply to all public learning institutions which include: Primary and Secondary schools, Teacher Training Colleges (Certificate & Diploma), KISE, KIB and CEMASTEAs.

	Documents	Remarks
1	Master/Block time table	
2	Copies of approved schemes of work/work plans for teachers/tutors/lectures.	
3	Learner assessment/progress records/ improvement index and IEP reports.	
4	Learner skills development target records/ staff quarterly targets.	
5	Analysis of teacher/lecturer/tutor lesson/session attendance.	
6	Rescheduling timetables for lessons/sessions not taught.	

7	Co-curricular activity/team building records.	
8	Records of learners with challenging behavior, behavior modification records, punishment books/guidance and counselling.	
9	Staff meeting files with confirmed minutes.	
10	Performance Appraisal and Development analysis for all staff.	
11	Staff personal file; containing posting letter, copies of entry and exit return, allocation of duties letter, records of indiscipline, and any other official communication from and to the teacher.	
12	Circulars, policies and Internal memo files.	
13	BOM/Council minutes file	
14	Relevant and current Statutory documents; TSC Act, Basic Education Act, Code of Regulations for Teachers, Code of Conduct and Ethics for Teachers, Sector Policy of Learners and Trainers with Disability (2018), Persons with Disability Act 2003, Safety manual among others.	
15	Entry and exit return book.	
16	Updated logbook and visitors' book.	
17	Teacher/lecturer/tutor/ duty Rota.	
18	All relevant books of accounts as provided for in the Accounting Instructions Handbook.	
19	Strategic plan/School development plan	
20	Signed copy of performance contract for the current contract period.	

<p>NB: This information should be used to corroborate with evidence for rating TPAD Standard No. 1on Professional Knowledge and Practice</p>		
<p>This part should be filled by either Curriculum Support Officer or Sub-County Director/County Director for primary and post primary institutions respectively</p>		
		Remarks
<p>1st Month Checked by: Sign _____ Date _____</p>	<p>TSCNO _____ Name _____</p>	
<p>2nd Month Checked by: Sign _____ Date _____</p>	<p>TSC NO _____ Name _____</p>	
<p>3rd Month Checked by: Sign _____ Date _____</p>	<p>TSC NO _____ Name _____</p>	