## **TEACHERS SERVICE COMMISSION**

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Date: 2nd MAY 2018

#### CIRCULAR NO:7/2018

**TO:** All TSC County Directors

All TSC Sub-County Directors

All Principals, National Polytechnics

All Principals, Technical Training Institutes

All Principals, Institutes of Science & Technology

All Principals, Diploma Teacher Colleges

All Principals, Primary Teacher Training Colleges

The Director, CEMASTEA

The Director, Kenya Institute of Special Education

The Chairperson, KEPSHA

The Chairperson, KESSHA

# CAREER PROGRESSION GUIDELINES FOR THE TEACHING SERVICE

The Commission has developed Career Progression Guidelines for the teaching service which became operational with effect from 8<sup>th</sup> November, 2017.

These Guidelines provide for the policies and procedures that have standardized teachers' professional development. The grading structure has taken into account the Job Evaluation report.

The Guidelines provide all basic requirements for career progression, training and promotion of teachers.

Pathways for teachers have been defined and clear job descriptions/specifications have been provided at every level.

The Guidelines have provided the broad framework in school management, administration and ensure that curriculum implementation is structured and every teacher is clear on what is expected upon joining the teaching career.

The Guidelines effectively replaces the following:

- (i) Schemes of Service for non-Graduate teachers
- (ii) Schemes of Service for Graduate teachers
- (iii) Schemes of Service for Technical teachers and Lecturers

The comprehensive Career Guidelines have been uploaded for access on the TSC Website <a href="www.tsc.go.ke">www.tsc.go.ke</a>. All teachers and Education stakeholders are advised to read the provisions in the Guidelines.

The following are the major highlights:-

- (i) Minimum entry requirement for entry into the teaching profession;
- (ii) Basic requirement for promotion from one grade to another;
- (iii) Entry to Administrative Grade;
- (iv) Additional responsibilities for School Administrators; and
- (v) Requirements for deployment to teach in:-
  - (a) Primary School
  - (b) Secondary School
  - (c) Teacher Training College
  - (d) Special Institution
  - (e) Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)
  - (f) Kenya Institute of Special Education (KISE)
  - (g) Technical Colleges and Polytechnics

All employees of the Commission and any prospective professional teacher is advised to note the strict entry requirements that form the standards for the teaching profession.

DR NANCY NJERI MACHARIA, CBS SECRETARY/CHIEF EXECUTIVE

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