

# TEACHERS SERVICE COMMISSION



## TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) CALENDAR OF ACTIVITIES

TPAD Calendar of Activities at the Institutional Level			
	TPAD Activity	Action By	Time frame
1.	Planning meetings before school opening involving all staff to set school TPAD Activity calendar	Heads of Institutions , Senior Management Team, Teachers,	By the last week of the school holiday.
2.	Submission of professional documents	Heads of institution All Teachers	By the end of the first week of the term
3.	Undertaking Lesson observations and identifying and documenting teacher's professional gaps	Appraisees and appraisers.	Between 2 <sup>nd</sup> week and 10 <sup>th</sup> week of the term
4.	Undertaking teacher professional development to address professional gaps.	Appraisees, appraisers, institutional administrators.	Throughout the term; from 1 <sup>st</sup> week to the last week of the term
5.	Internal Monitoring & Evaluation of the implementation of TPAD process.	Heads of institution, Deputy Head of Institution, Heads of Department	Continuous throughout the term
6.	Monitoring the implementation of TPAD process at county level; zonal, sub county & county	Curriculum Support Officers, Sub County Directors and County Directors	Throughout the term; from 1 <sup>st</sup> week to the last week of the term
7.	TPAD rating meetings	Appraisee (teachers) and appraiser (HODs, deputy heads, Heads of Institution, CSOs, SCD)	By the closing date of the term
8.	Uploading of TPAD data and evidence.	Appraisee (teachers) and appraiser (HODs, deputy heads, Heads of Institution, CSOs, SCD)	Throughout the term

NB: The Revised TPAD Online System provide a module where all TPAD activities will be uploaded throughout the appraisal period by appraisee, appraiser and countersigning officer. Appraisal is now fully online.