TEACHERS SERVICE COMMISSION

REVISED SCHEME OF SERVICE

FOR

NON-GRADUATE TEACHERS

1ST JULY 2007
REVISED SCHEME OF SERVICE FOR NON-GRADUATE TEACHERS

1. AIMS AND OBJECTIVES

(i) To provide for a clearly defined career development and grading structure which will attract, motivate and retain suitably qualified Non-Graduate Teachers in the Teaching Service.

(ii) To ensure equity and merit on recruitment and development of suitably qualified teachers.

(iii) To provide for clearly defined teaching duties and responsibilities at all levels within the career structure for proper utilization of teachers.

(iv) To establish standards for advancement to higher grades within the career structure on the basis of qualifications, merit and ability as reflected in work performance and results.

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

2. ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The Scheme of Service will be administered by the Secretary, Teachers Service Commission, in consultation with the Permanent Secretary in charge of Education. 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 to ensure fair and equitable treatment of 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 of Service. The teachers should be encouraged to undertake training privately for self-development.

3. THE TEACHING FUNCTION

The Teaching function involves physical, intellectual, emotional and spiritual development of the Kenyan youth to become good citizens. This entails imparting the necessary knowledge, skills and attitudes necessary for moulding behaviour to standards acceptable to the society. The function further involves classroom teaching; preparation and maintenance of lesson notes, schemes of work, pupils’ progress reports, records of work and other records; development and organization of
teaching/learning materials; organization of curricula and co-curricula activities; guiding and counseling of pupils; maintenance of class and school discipline and general management of the school.

4. **GRADING STRUCTURE**

(a) **Grading Structure**

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

<table>
<thead>
<tr>
<th>DESIGNATIONS</th>
<th>JOB GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2 Teacher</td>
<td>F</td>
</tr>
<tr>
<td>P1 Teacher</td>
<td>G</td>
</tr>
<tr>
<td>Approved Teacher IV</td>
<td>H</td>
</tr>
<tr>
<td>Approved /Ordinary Diploma Teacher III</td>
<td>J</td>
</tr>
<tr>
<td>Approved/ Ordinary Diploma Teacher II</td>
<td>K</td>
</tr>
<tr>
<td>Approved /Ordinary Diploma Teacher I</td>
<td>L</td>
</tr>
<tr>
<td>Senior Approved/Ordinary Diploma Teacher</td>
<td>M</td>
</tr>
<tr>
<td>Principal Approved/Ordinary Diploma Teacher</td>
<td>N</td>
</tr>
</tbody>
</table>

(b) **Conversion to the New Grading Structure**

Serving Non Graduate Teachers will convert to the new grading structure and designations as follows:

<table>
<thead>
<tr>
<th>PRESENT DESIGNATION</th>
<th>JOB GROUP</th>
<th>NEW DESIGNATION</th>
<th>JOB GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2 Teacher</td>
<td>F</td>
<td>P2 Teacher</td>
<td>F</td>
</tr>
<tr>
<td>P1 Teacher</td>
<td>G</td>
<td>P1 Teacher</td>
<td>G</td>
</tr>
<tr>
<td>Approved Teacher IV</td>
<td>H</td>
<td>Approved Teacher IV</td>
<td>H</td>
</tr>
<tr>
<td>Diploma Teacher</td>
<td>H</td>
<td>Ordinary Diploma Teacher III</td>
<td>J</td>
</tr>
<tr>
<td>Approved Teacher III</td>
<td>J</td>
<td>Approved/ Ordinary Diploma Teacher III</td>
<td>J</td>
</tr>
<tr>
<td>Approved /Diploma Teacher II</td>
<td>K</td>
<td>Approved/ Ordinary Diploma Teacher II</td>
<td>K</td>
</tr>
<tr>
<td>Approved Teacher I</td>
<td>L</td>
<td>Approved/ Ordinary Diploma Teacher I</td>
<td>L</td>
</tr>
<tr>
<td>Senior Approved Teacher</td>
<td>M</td>
<td>Senior Approved/ Ordinary Diploma Teacher</td>
<td>M</td>
</tr>
<tr>
<td>Principal Approved Teacher</td>
<td>N</td>
<td>Principal Approved/ Ordinary Diploma Teacher</td>
<td>N</td>
</tr>
</tbody>
</table>
Note:

(i) Approved/Ordinary Diploma Teacher III, II & I Job Groups J, K and L. However, teachers due for promotion to Job Group ‘L’ will be subjected to a suitability interview.

(ii) A Non-Graduate Teacher who acquires a relevant degree or a technical qualification from a recognized institution will qualify to join either the Scheme of Service for Graduate Teachers or the Scheme of Service for Technical Teachers/Lecturers as appropriate.

(c) Serving Teachers

(i) Serving Non-Graduate Teachers will adopt the designations provided in the Scheme of Service though they may not be in possession of the minimum qualifications stipulated in the Scheme for the present grade. For advancement to higher grades, however, all teachers must possess the minimum qualifications and/or experience as prescribed in the Scheme of Service.

(ii) The Scheme of Service does not cover untrained teachers.

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 (plain) and above or other recognized equivalent qualifications;

(ii) P2 or P1 Certificate in Primary Teacher Examination offered by the Kenya National Examinations Council or any other recognized institution;

(iii) Teachers Proficiency Examination Certificate III, II and I conducted by the Ministry in charge of education;

(iv) Diploma in Education from a recognized Teachers Training College;

(v) Diploma in Special Education from a recognized institution;

(vi) Diploma in Early Childhood Education; and

(vii) any other qualification that may be adjudged as equivalent to (ii), (iv), (v) or (vi) by the Officer heading the professional wing of Education.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of P2 Teacher (Job Group F), P1 Teacher (Job Group G) and Ordinary Diploma Teacher (Job Group J) provided that a candidate has the minimum basic qualifications prescribed for the grade in the Scheme of Service. However, in exceptional cases, 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 necessary qualifications and experience.

(b) Incremental Credit

On appointment, a trained teacher will qualify for one incremental credit for each year of approved teaching experience provided the maximum of the scale is not exceeded. In awarding incremental credits 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

It is emphasized that the qualifications and other conditions set out in this Scheme of Service are basic minimum requirements, the fulfillment of which entitles a teacher for consideration for appointment or promotion. Advancement from one grade to another will also 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.

8. IMPLEMENTATION OF THE SCHEME

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

9. JOB AND APPOINTMENT SPECIFICATIONS

1. P2 TEACHER, JOB GROUP ‘F’

(a) Duties and Responsibilities

Duties at this level will include:

(i) class teaching;
(ii) management of a class and a class library as a class teacher;
(iii) preparation and maintenance of lesson notes, schemes of work, pupil’s progress records, records of work and other records;
(iv) development and organization of relevant teaching and learning materials;
(v) maintenance of proper discipline in the class/institution and instilling the appropriate moral values to the learner;
(vi) participation in co-curricula activities; and
(vii) any other related duties assigned by the Headteacher.
(b) Requirements for Appointment

For direct appointment to the grade of P2 Teacher, a teacher must be in possession of a P2 Teacher’s Certificate or its approved equivalent.

Note:

Appointment to this level will be made from among teachers who were admitted to Teachers Training Colleges as P2 teachers with a minimum KCSE Mean Grade of D Plain.

II P1 TEACHER, JOB GROUP ‘G’

(a) Duties and Responsibilities

Duties and Responsibilities of a P1 Teacher will include:

(a) class teaching;
(b) management of a class and a class library as a teacher;
(c) preparation and maintenance of lesson notes, schemes of work, pupils’ progress records, records of work and other records;
(d) maintenance of proper discipline in the class/institution and instilling the appropriate moral values to the learner;
(e) development and organization of relevant teaching and learning materials;
(f) participation in co-curricula activities; and
(g) any other related duties assigned by the Headteacher.

(b) Requirements for Appointment

Direct Appointment

For direct appointment to the grade of P1 Teacher, a teacher must:

(i) have the Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or other recognized equivalent qualifications; and
(ii) be in possession of the P1 Teachers’ Certificate or its approved equivalent.

(c) Promotion

For promotion to the grade of P1 Teacher, a teacher must have:

(i) served in the grade of P2 teacher for a minimum period of three (3) years;
(ii) passed the Teachers’ Proficiency Examination III; and
(iii) demonstrated merit and ability in work performance and results as a teacher.

III APPROVED TEACHER IV, JOB GROUP ‘H’

(a) Duties and Responsibilities

Duties and responsibilities of an Approved Teacher IV will include:
(i) class teaching;
(ii) management of a class and a class library as a class teacher;
(iii) preparation and maintenance of lesson notes, schemes of work, pupil’s progress records, records of work and other records;
(iv) maintenance of proper discipline in the class/institution, and instilling the appropriate moral values to the learner;
(v) participation in co-curricula activities;
(vi) development and organization of relevant teaching and learning materials;
(vii) guidance and counseling of pupils;
(viii) participation in curriculum development panels; and
(ix) any other related duties as assigned by the Headteacher.

Note:
(i) Approved Teacher IV may also be deployed as a Senior Teacher in a Primary School.
(ii) Teachers with qualifications in Special Needs Education will, in addition to the above duties and responsibilities undertake the following:
   (a) creating awareness within the community on special needs;
   (b) guiding and counseling of parents/guardians of children with special needs;
   (c) visiting children with special needs in their homes and training parents/guardians on how to impart the daily living skills;
   (d) liaising with medical staff in the follow up exercises required by children with special needs; and
   (e) accompanying the children to hospital/Assessment Centers; and
   (f) collecting and submitting data on special needs.

(b) Promotion

For promotion to the grade of Approved Teacher IV, a teacher must have:

(i) served in the grade of P1 Teacher for a minimum period of three (3) years;
(ii) passed the Teachers’ Proficiency Examination II; and
(iii) demonstrated merit and ability in work performance and results as a teacher.

IV APPROVED/ORDINARY DIPLOMA TEACHER III JOB GROUP ‘J’

(a) Duties and Responsibilities

Duties and responsibilities of an Approved Teacher III will include:

(i) class teaching;
(ii) management of a class and a class library as a class teacher;
(iii) responsibility of maintaining education standards and records;
(iv) preparation and maintenance of lesson notes and schemes of work;
(v) development and organization of relevant teaching and learning materials;
(vi) initiation and organization of curricula and co-curricula activities;
(vii) assessment and evaluation of pupils’ performance and provision for remedial teaching;
(viii) maintenance and improvement of discipline in the class/institution and instilling the appropriate moral values to the learner.
(ix) guidance and counseling of pupils;
(x) participation in curriculum development panels; and
(xi) any other related duties as assigned by the Headteacher.

Note:

(i) An approved teacher at this level may be deployed as a Deputy Headteacher in a primary school.
(ii) Teachers at this level with Special Needs Education qualifications will, in addition to the duties spelt out above, be required to liaise with Special Needs teachers; provide technical assistance; organize seminars for teachers, parents and social workers; and create awareness on Special Need Education.

(b) Requirements for Appointment

Direct Appointment

For direct appointment to the grade of Approved/Ordinary Diploma Teacher, a candidate must:

(i) have the Kenya Certificate of Secondary Education (KCSE) Mean grade C+ (plus) or other recognized equivalent qualification; and
(ii) be in possession of a Diploma Teachers’ Certificate or its approved equivalent.

(c) Promotion

For promotion to the grade of Approved/Ordinary Diploma Teacher III, a candidate must have:

(i) served in the grade of Approved/Ordinary Diploma Teacher IV for a minimum period of three (3) years;
(ii) passed the Teachers’ Proficiency Examination I for this grade; and
(iii) demonstrated merit and ability in work performance and results as a teacher.

V. APPROVED/ORDINARY DIPLOMA TEACHER II, JOB GROUP ‘K’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) class teaching;
(ii) drawing up schemes of work;
(iii) responsibility for maintaining education standards and records;
(iv) managing a class and a class library as class teacher;
(v) making requisitions for equipment and teaching/learning materials required by the class;
(vi) co-ordinating class activities and ensuring that discipline is maintained in class and in school;
(vii) guidance and counselling of pupils;
(viii) organizing remedial work for pupils;
(ix) initiating and organizing curricula and co-curricula activities;
(x) participation in curriculum development panels; and
(xi) any other related duties assigned by the Headteacher/DEO.

Note:
(i) An Approved/Ordinary Diploma Teacher II may also be deployed as a Headteacher in a Primary/Special School.

(ii) A teacher with Special Needs Education qualifications will in addition be required to liaise with teachers from Special Schools, provide technical assistance, organize seminars for teachers, parents and social workers and create awareness on Special Needs Education.

(b) Requirements for appointment

For appointment to the grade of Approved/Ordinary Diploma Teacher II, a teacher must:

(i) have completed a minimum period of three (3) years in the grade of Approved/Ordinary Diploma Teacher III, Job Group ‘J’; and

(ii) have demonstrated competence in improving and maintaining high standards in examination results.

VI. APPROVED/ORDINARY DIPLOMA TEACHER 1, JOB GROUP ‘L’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) class teaching;
(ii) preparing schemes of work;
(iii) responsibility for maintaining education standards and records;
(iv) inducting new teachers and teacher trainees;
(v) conducting research activities and publishing learning and teaching materials/manuals;
(vi) guidance and counseling of pupils;
(vii) organizing remedial work for pupils;
(viii) participating in curriculum development panels;
(ix) organizing and coordination of school based in-service programmes; and
(x) any other relevant duties assigned by the Headteacher/DEO.

Note:
(i) A teacher at this level may be deployed as a Senior Headteacher or a TAC Tutor.
(ii) A teacher in Early Childhood Education at this level may be deployed as a Lecturer in a District Centre for Early Childhood Education (DICECE).

Teachers with Special Needs Education qualification will, in addition to the above duties and responsibilities undertake the following:

(a) creating of awareness within the community on special needs;
(b) guiding and counseling of parents/guardians of children with special needs;
(c) visiting children with special needs in their homes and training parents/guardians on how to impart the daily living skills.
(d) liaising with medical staff in the follow-up exercises required by these children;
(e) accompanying these children to hospital/Assessment Centres; and
(f) collecting and submitting of data on special needs.

(b) Requirements for Appointment

For appointment to the grade of Approved/Ordinary Diploma Teacher I, a teacher must:

(i) have completed a minimum period of three (3) years of service in the grade of Approved/Ordinary Diploma Teacher II;
(ii) have demonstrated competence in improving and maintaining high standards in examination results;
(iii) have demonstrated merit and ability in school management and understanding of education policies and their interpretation; and
(iv) be conversant with legal provisions in education, the Code of Regulations for teachers and the Teachers Service Commission Code of Conduct and Ethics, Children’s Act and other relevant regulations.

VII. SENIOR APPROVED/ORDINARY DIPLOMA TEACHER, JOB GROUP ‘M’

(a) Duties and Responsibilities

Duties and responsibilities of a Senior Approved /Ordinary Diploma Teacher include the following:

(i) class teaching;
(ii) preparing schemes of work;
(iii) responsibility for maintaining education standards and records;
(iv) guiding and counseling of both pupils and teacher;
(v) initiating and conducting research activities;
(vi) organizing remedial work for pupils;
(vii) participating in curriculum panels; and
(viii) any other related duties assigned by the Headteacher/the DEO

Note:

(i) A teacher at this level may be deployed as a Senior Headteacher in a public boarding primary school or a tutor in a Teachers Advisory Centre (TAC) in a district.
Senior Lecturer in a District Centre for Early Childhood Education (DICECE).

(b) Requirements for Appointment

For appointment to the grade of Senior Approved/Ordinary Diploma Teacher, a teacher must:

(i) have served in the grade of Approved/Ordinary Diploma Teacher I for a minimum period of three (3) years;
(ii) be in possession of a Diploma in Education Certificate;
(iii) have shown competence in teaching, school management and production of teaching/learning materials; and
(iv) have a clear understanding of the relevant legal provisions in education, the Code of Regulations for Teachers and the Teachers Service Commission Code of Conduct and Ethics, Children’s Act and other relevant regulations.

VIII. PRINCIPAL APPROVED/ORDINARY DIPLOMA TEACHER, JOB GROUP ‘N’

(a) Duties and Responsibilities

Duties and responsibilities at this level include:

(i) class teaching;
(ii) formulating educational plans and developing strategies for the institutional management;
(iii) responsibility for the academic standards and records, timetables and schemes of work at the institution;
(iv) initiating and conducting educational courses, conferences, seminars and workshops;
(v) preparing estimates of recurrent and development expenditure for the institution;
(vi) participation in curriculum development panels;
(vii) guidance and counselling of pupils and teachers’ and
(viii) any other duties assigned by Headteacher/DEO.

Note:

A teacher at this level may also be deployed as a:

(i) Senior Headteacher in a large primary school with more than 640 pupils or TAC Tutor in a district;
(ii) Senior Headteacher in a Special School or a co-ordinator in Education Assessment and Resource Centres (EARS); or
(iii) Programme Officer in a District Centre for Early Childhood Education, (DICECE).
(b) Requirements for Appointment

For appointment to the grade of Principal Approved/Ordinary Diploma Teacher, a teacher must have:

(i) served in the grade of Senior Approved/Ordinary Diploma Teacher for a minimum period of three (3) years;
(ii) shown merit and ability in school management, examination results and in the initiation of school programmes/development; and
(iii) demonstrated competence in understanding national education policies, interpretation and their implementation, relevant provisions in Education Code of Regulations for Teachers, Teachers Service Commission Code of Conduct and Ethics, Children’s Act and other relevant regulations.
This appendix outlines the duties of Headteachers, Deputy Headteachers, Senior Teachers, TAC Tutors and Programme Officers.

**HEADTEACHERS**

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for Headteachers will include:

(i) class teaching;
(ii) overall Head of a school under the direction of the School Management Committee;
(iii) serving as the Accounting Officer for the school, be responsible for preparation of the estimates for recurrent and development expenditure for the school;
(iv) interpreting and implementing policy decisions pertaining to training;
(v) serving as Secretary to the School Management Committee;
(vi) overall organizer, co-ordinator and supervisor of all the activities in the school and being responsible for improving and maintaining high training and learning standards;
(vii) responsible for planning, acquisition, development and maintenance of physical facilities at the school;
(viii) co-ordinating specific training and learning activities in the school;
(ix) promoting positive linkages between the school and the neighbouring communities and/or other organizations;
(x) promoting the welfare of all staff and pupils within the school;
(xi) promoting liaison between the school and other private sector organizations;
(xii) guiding and counseling teacher trainees during teaching practice; and
(xiii) inducting new teachers.

**DEPUTY HEADTEACHERS**

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for Deputy Headteachers will include:

(i) class teaching;
(ii) deputy Headteacher of a school will take charge of all aspects of school administration when the Headmaster is not available;
(iii) responsible to the Headteacher for guidance and counselling of teachers and pupils as well as ensuring that proper discipline is maintained in the school;
(iv) ensuring that examinations and assessments are carried out and that proper scheduling of instructional programmes is done;
(v) responsible to the Headteacher for the organization and supervision of school activities including maintaining cleanliness and general repairs of buildings;
(vi) in charge of stores requisitions and the maintenance of proper inventory records;
(vii) responsible to the Headteacher for the supervision of teaching staff and other school employees in the proper discharge of tuition programmes;
(viii) secretary to the staff meetings; and
(ix) any other related duties as may be assigned by the Headteacher.

SENIOR TEACHER

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of Senior Teacher will include:

(i) class teaching;
(ii) collecting, collating and maintenance of all school records namely; enrolment, teaching/learning resources, evaluation records, staff returns and teacher preparation records;
(iii) organizing and co-ordinating school-based in-service programmes;
(iv) organizing School – Based and Zonal Subject Panels; and
(v) performing any other related duties as may be assigned by the Headteacher.

TAC TUTORS

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of TAC Tutors will include:

(i) preparing and dispatching teaching/learning materials to teachers;
(ii) organizing and co-ordinating seminars, workshops and refresher courses in the zone/district;
(iii) updating the teacher on curriculum changes, training methodologies and coverage;
(iv) maintaining office records;
(v) inducting new teachers;
(vi) organizing and monitoring In-service programmes in the zone/district; and
(vii) any other related duties assigned by the District Education Officer

PROGRAMME OFFICER

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include:

(i) administering and managing early childhood programmes at district and community level;
(ii) co-ordinating and liaising with the stakeholders in Early Childhood Development Education;
(iii) conducting training courses for early childhood teachers and other stakeholders;
(iv) developing and disseminating district based (local) curriculum for early childhood development programme;
(v) identifying, designing, undertaking and co-ordinating research at District and community level on early childhood development; and
(vi) monitoring and disseminating information on early childhood programmes and projects;
(vii) documenting and disseminating information and early childhood programmes;
(viii) developing District-based programmes that cater for the total development of children under eight (8) years;
(ix) developing and providing prototypes of appropriate resource materials to local communities and parents;
(x) creating and promoting awareness on early childhood needs and demands to the local communities and parents;
(xi) mobilizing the local communities and parents to provide for the needs of holistic development of the child;
(xii) acting as a link to the Central Government, local agencies and communities on ECD policy interpretation and implementation;
(xiii) encouraging local initiatives and approaches to alternate child care systems; and
(xiv) developing a District Resource Centre for ECD programmes.