

TEACHERS SERVICE COMMISSION



HOYA/TOYA

2017

ASSESSMENT TOOL

THE KEPSHA

HEAD TEACHER AND TEACHER OF

THE YEAR AWARD

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PART ONE

1. Preamble

The Teachers Service Commission having been established by article 237 of the Constitution of Kenya remains a key player in provision of quality education for national development. Further TSC Act 2012, section 11 (e) & (f) requires the Commission to facilitate career progression and professional development for teachers in the teaching service including the appointment of head teachers. In addition, TSC is monitoring the conduct and performance of teachers in the teaching service.

It is important to point out that the Commission not only recruits and employs teachers but also assigns them duties in any public learning institution. Further, it is mandated to deploy heads of institution as lead educators and administrators. In addition, every head of institution is required to maintain teaching standards as prescribed by the Code of Regulations for Teachers (2015).

In this endeavour, the Commission will work closely with Kenya Primary Schools Heads Association (KEPSHA) as a professional organization which brings together all head teachers of primary schools.

One of the main objectives of this association is to provide a forum through which the head teachers share their experiences, ideas and challenges faced in the provision of quality and relevant education in Primary education sub-sector. It is also through such fora that the Ministry of Education and TSC disseminate policies, guidelines and reforms to be implemented in the education sector.

For the Commission to realise its transformative agenda of professionalizing the teaching service for quality education, it requires the support of head teachers and teachers. It is therefore envisaged that head teachers will work harmoniously together with teachers to improve learning outcomes.

It is important to recognise the work done by teachers and head teachers and reward those who have shown dedication and outstanding performance in carrying out their duties and responsibilities given to them as educators.

In this regard, TSC and KEPSHA have come up with a rigorous and competitive open process to reward those teachers and heads of institutions who have excelled in provision of best practice in classroom teaching as well as general management and administration of learning institutions.

1.1 Rationale

Over the years, there has been no scheme designed to recognize Head teachers and teachers who have excelled in their duties as administrators and teachers. This has created apathy and low morale among the school administrators and teachers. To arrest this situation, the Head teacher and Teacher of the Year Award idea was mooted.

It is designed to recognize the efforts of the Head teachers and teachers who in the assessment of the awards panels have excelled in provision of quality education.

This assessment will be carried out by qualified personnel in the education sector and relevant stakeholders.

2.0 Head teacher of the Year and Teacher of the Year Award (HOYA /TOYA) Award Criteria

i. Teacher Nominee

For one to participate, he/she must be a registered teacher.

He /she should have served for at least 5 years.

ii. KEPSHA Membership

For one to participate in the Head teacher of the Year Award, he/she must be a fully paid up member of KEPSHA.

iii. Result Based Management

The award criteria is based on the Performance Management parameters focusing on:

- school based quality management systems,
- professionalism and
- application of educational legal provision in teaching and managing learning institutions.

Therefore, the award criteria is based on indicators (key pointers) to the quality of a national education system. These include:

- i. Learners' achievement; improvement index in the national examination.
- ii. Enhancing access and retention in provision of Primary Education.
- iii. Improving the learning environment.
- iv. Integration of ICT in learning and teaching.
- v. Exhibition of high levels of professionalism and integrity.
- vi. Prudent financial and human resource management.
- vii. Networking with other stakeholders in the provision and management of education programmes.

2. Selection Process

2.1. Levels of Identification

- i. School (Teachers only)
- ii. Sub-county
- iii. County
- iv. Regional.

The panellists will carry out their assessment and select those to be awarded. Since this is the first time the HOYA/TOYA 2017 will culminate at the regional level. The TSC and KEPSHA will design certificates.

NB: HOYA starts at sub-county level while **TOYA** starts at school level.

2.2. Selection Panel Membership

2.2.1. School Level

- i. BOM Chairperson - Chair
- ii. Head teacher to coordinate
- iii. Deputy Head teacher
- iv. Senior Teacher (If he/she is not a TOYA candidate)
- v. Pupil Council member
- vi. PA rep

(Total members 6)

2.2.2. Sub-County Selection Panel

TOYA

- i. TSC (Sub-County Director) Chairperson
- ii. KEPSHA –Sub-County Chairperson (coordinator)
- iii. KEPSHA –Sub-County Secretary
- iv. Sub County Director of Education/ Quality Assurance Officer(ESQAC)
- v. A Curriculum Support Officer(CSO) representative

(Total members 5)

HOYA

- i. TSC (Sub-County Director) – Chairperson
- ii. KEPSHA –Sub-County Chairperson (coordinator)
- iii. Sub-County School’s Auditor
- iv. Sub County Director of Education/Quality Assurance Officer (ESQAC)
- v. A Curriculum Support Officer (CSO) representative

(Total members 5)

2.2.3. County Selection Panel

TOYA

- i. TSC County Director- Chairperson
 - ii. KEPSHA county Chairperson (coordinator)
 - iii. County Director of Education /Quality Assurance Officer (ESQAC)
 - iv. KEPSHA County Secretary
 - v. TSC Deputy County Director/ TSC Sub County Director
- (Total members 5)**

HOYA

- i. TSC County Director(chairperson)
 - ii. KEPSHA County Chairperson(coordinator)
 - iii. County Director of Education /Quality Assurance Officer (ESQAC)
 - iv. KEPSHA County Secretary
 - v. TSC Deputy County Director/ TSC Sub County Director
- (Total members 5)**

2.2.4. Regional Selection Panel

TOYA

- i. TSC County Director regional coordinator (Chairperson)
 - ii. 1 TSC County Director
 - iii. KEPSHA Chairperson Region (coordinator)
 - iv. 1 KEPSHA NEC representative
 - v. Regional coordinator of Education (RCE)/ESQAC
- (Total members 5)**

HOYA

- i. TSC County director regional coordinator(Chairperson)
 - ii. 1 TSC County Director
 - iii. KEPSHA Chairperson Region
 - iv. 1 KEPSHA NEC representative
 - v. Regional coordinating RCE/ESQAC
- (Total members 5)**

2.2.5. Time Frame;

- i. Schools should have come up with their TOYA by 15th March.
- ii. Sub-counties should have come up with their TOYA/HOYA by 30th March.
- iii. Counties should have come up with their TOYA/HOYA by 15th April.
- iv. Regions should have come up with their TOYA /HOYA by 15th May.

- v. Documents to be verified at County level and certificate of verification signed by panel chair and submitted to next level.
- vi. Regional winner's profiles to be submitted to KEPSHA secretariat and TSC headquarters by 26th May 2017.

3. Mode of Presentation;

The official reports in a prescribed summary draft at each level should be signed by all panellists and promptly presented to the next level of selection.

3.1.1. Procedure:

- i. KCPE Mean Score/improvement index for schools or subjects shall be used to shortlist participants.
- ii. Talent identification and development shall also be used to shortlist participants.
- iii. Individual school shall present 1 name of the winning teacher to the zonal selection panel.
- iv. The zonal selection panel will forward one name of the winning teacher to the sub county level.
- v. The best teachers and head teacher shall be eligible for assessment at the county level.
- vi. Each County shall forward the names of the winning Head teacher and teacher to the Regional selection panel.
- vii. The regional selection panel shall interview the finalists of the county level and come up with the HOYA/TOYA winners.

3.1.2. Award Packages

| | Level | Position | Award /Prize | Responsible for Award |
|-------------|-------------------|----------|--------------|-----------------------------------|
| i. | School | 1 | | Boards of Management |
| | | 2 | | |
| | | 3 | | |
| ii. | Sub-county | 1 | | KEPSHA Sub County |
| | | 2 | | |
| | | 3 | | |
| iii. | County | 1 | | KEPSHA County |
| | | 2 | | |
| | | 3 | | |
| iv. | Regional | 1 | | KEPSHA Counties within the region |
| | | 2 | | |
| | | 3 | | |
| | | 2 | | |
| | | 3 | | |

NB: KEPSHA National executive office to facilitate the award. All first and second runners up at all levels should be given a certificate or recognition certificate.

4.1.3. Funding for the award

- i. The Association will seek for donation from friendly groups and organizations. KEPSHA units at all levels are encouraged to look for sponsors to enrich and improve on awards at their levels
- ii. The TSC will recognize the finalists and may consider rewards/ incentives for the outstanding performers.

PART TWO

5.0 The Award

5.1.1 The Teacher's Award Assessment Tool

- i. This tool will be used to evaluate both the teachers and the Head teachers in regard to performance of teaching duties.
- ii. The criteria will be used to evaluate the teacher professional performance competencies in maintenance of teaching standards during curriculum implementation process.

Scoring Criteria

Section 1. National Teacher of the Year Award (TOYA)

| | | Score | Ma x. Sco re | Actual Score |
|-----------|---|---|---------------------------------|-------------------------|
| A | Professional Status | | 11 | |
| 1. | Length of Service (Experience) | | 2 | |
| | <ol style="list-style-type: none"> i. 11 years and above ii. 6 – 10 years | 2 mks 1 mks | | |
| 2. | Academic & Professional qualification | | 5 | |
| | <ol style="list-style-type: none"> i. Ph.D ii. Masters iii. Degree/PGDE iv. Diploma v. Certificate | 5 mks 4 mks 3 mks 2 mks 1mk | | |

| | | | | | |
|-----------|--|---|---|-----------|--|
| 3. | Responsibilities | | | 4 | |
| 1. | | <ul style="list-style-type: none"> i. D/Head teachers ii. Senior Teachers iii. HoDs/Other responsibilities | <ul style="list-style-type: none"> 4 mks 3mks 2mks | | |
| B | Maintenance of the Teaching Standards | | | 72 | |
| 1. | Teacher Professional Documents | | | 27 | |
| | | <ul style="list-style-type: none"> i. Current Personal Timetable ii. Syllabi for the teaching subjects. iii. Approved Schemes of work. iv. Updated Lesson plans. v. Updated Lesson notes. vi. Records of work checked weekly. vii. Learners' Progress Records indicating Value added progress (VAP). viii. Subject analysis for the National Exams. ix. Marked/checked learners work exercise books. x. Co-curricular activity records. xi. Learners' discipline management and guidance and counselling records. xii. Copies of subject/ departmental meeting minutes. xiii. Teacher Performance Appraisal and Development records. | <ul style="list-style-type: none"> 2 mks 2 mks 2 mks 2mks 2mks 2mks 2mks 2 mks 2mks 2mks 2mks 3 mks | | |
| 2. | Lesson Attendance rating for three months | | | 10 | |
| | | <ul style="list-style-type: none"> i. Less than 59% ii. 60-70% iii. 71-80% iv. 81-90% v. 91-100% | <ul style="list-style-type: none"> 2 mks 4 mks 6 mks 8 mks 10mks | | |
| 3. | Teacher Performance Appraisal and Development | | | 35 | |
| | | <ul style="list-style-type: none"> i. Professional knowledge and Application ii. Time Management | <ul style="list-style-type: none"> 5mks 5mks | | |

| | | | | | |
|---|---|---|-------|-----------|--|
| Refer to TPAD Tool (To be availed by the teacher) | iii. | Innovation and creativity in teaching | 5mks | | |
| | iv. | Learner protection, safety, discipline and teacher conduct | 5mks | | |
| | v. | Promotion of Co-curricular activities | 5mks | | |
| | vi. | Professional Development | 5mks | | |
| | vii. | Collaboration with parents/guardians and stakeholders (project/community work). | 5mks | | |
| C | Learners' Achievements | | | 17 | |
| 1. | Performance in National Examinations | | | 5 | |
| | | Subject Mean score in KCPE | | | |
| | | i. 50-60% | 1 mks | | |
| | | ii. 61-70% | 2 mks | | |
| | | iii. 71-80% | 3 mks | | |
| | | iv. 81-90% | 4 mks | | |
| | | v. 91-100% | 5 mks | | |
| 2. | Value Addition | | | 12 | |
| | KCPE Subject Performance | | | | |
| | Mean Scores/ | Improvement Index KCPE | | | |
| | Improv | 10 | 12mks | | |
| | ement | 9 | 10mks | | |
| | Index - | 8 | 8mks | | |
| | Last 3 | 7 | 6mks | | |
| | Years | 6 | 4mks | | |
| | | 5 | 2mks | | |

| | |
|--------------------|------------|
| TOTAL SCORE | 100 |
|--------------------|------------|

5.1.2 The Head teacher's Award Assessment Tool

- i. The Head teachers' will be evaluated in their multidimensional roles as the lead educators and administrators. Equally their capacity to perform the role of quality assurance within their institution will be assessed.
- ii. These criteria will be used to evaluate the Head teacher professional performance competencies in the maintenance of teaching standards during curriculum implementation process.
- iii. It will also assess the Head teacher's competencies in management of human, material and financial resources during the teaching and learning process.

5.1.3 Scoring criteria

Section 2. Head teacher of the Year Award (HOYA)

| Section | Criteria | Scoring Areas | Score | Max. Score | Actual Score |
|-------------|-------------------------------------|---|----------------------------------|------------|--------------|
| A | Demographic Data | | | 18 | |
| 1. | School | | | 11 | |
| i. | School Registration | i. Registration Certificate ii. Title deed | 1mk 1mk | | |
| ii. | Retention Rate | Current pupil population as compared to the initial pupil enrolment; class 1-8 i. 69 & below ii. 70-79% iii. 80& above | 2 mks 4 mks 6mks | | |
| iii. | Repetition in classes | i. No Repetition ii. Repetition | 3 mks 0 mks | | |
| 2. | Headship | | | 7 | |
| i. | Length of service as a Head teacher | i. More than 15years ii. 10-14 years iii. 5-9years iv. Less than 5years | 4 mks 3 mks 2 mks 1 mks | | |
| ii. | Personal Attributes | i) Grooming ii) Communication skills iii) General knowledge | 1 mks 1 mks 1 mks | | |

| | | | | | |
|------------|--|--|--|-----------|--|
| B | KCPE Performance Index | | 7 | | |
| i. | | i. 251-275 ii. 276-300 iii. 301-325 iv. 326-350 v. 351-375 vi. 376-400 vii. 401 and above | 1mk 2mk 3mks 4mks 5mks 6mks 7mks | | |
| ii. | Improvement performance index | i. 26 and above ii. 21-25 iii. 16-20 iv. 11-15 v. 6-10 vi. 1-5 | 6mks 5 mks 4 mks 3 mks 2 mks 1mk | 6 | |
| C | Institutional Based Quality Standard Management (QSM) in Teaching & Learning process. | | | 21 | |
| 1 | Documents to be kept by the Head of an Institution | | | 21 | |
| | | i. Master/Block time table | 1 mk | | |
| | | ii. Copies of Approved Schemes of work of teachers. | 1 mk | | |
| | | iii. Examination Analysis for all assessments (national and internal). Learners' progress /value added records. | 1 mk | | |
| | | iv. Subject targets records. | 1 mk | | |
| | | v. Analysis of Class/lesson attendance. | 1 mk | | |
| | | vi. Rescheduling timetables. | 1 mk | | |
| | | vii. Co-curricular activity records. | 1 mk | | |
| | | viii. Learners' discipline management and guidance and counselling /programs/records. Minor and major punishment books. | 1 mk | | |
| | | ix. Staff meeting files with confirmed minutes. | 1 mk | | |
| | | x. Performance Appraisal and Development analysis for all staff. | 2mks | | |
| | | xi. Staff personal file; containing posting letter, copies of appointment/casualty return assignment of letter, records of | 1 mk | | |

| | | | | | |
|----------|---|---|--------------|-----------|--|
| | | indiscipline, and any other official communication from and to the teacher. | | | |
| | | xii. Circulars, policies and internal memo files. | 1 mk | | |
| | | xiii. BOM minutes file. | 1 mk | | |
| | | xiv. Relevant and current Statutory documents; TSC Act, Basic Education Act, Code of Regulations for Teachers, Code of Conduct and Ethics for teachers. | 1 mk | | |
| | | xv. Appointment/casualty return book. | 1 mk | | |
| | | xvi. Updated log book and Visitors book. | 1 mk | | |
| | | xvii. Teacher duty Rota. | 1 mk | | |
| | | xviii. All relevant books of accounts as provided for in the Accounting Instruction for handbook. | 1 mk | | |
| | | xix. Ledgers and inventories. | 1 mk | | |
| | | xx. School development/strategic plan. | 1 mk | | |
| D | Maintenance of the Teaching Standards and Management of Resources Enhanced Learning Outcomes as per Performance Contract | | | 28 | |
| | Uptake of Performance Contracting Refer to the signed PC to be availed by the Head teacher. | a. Finance & Stewardship Indicators | | | |
| | | i. Utilization and Compliance with approved budget. | 1mks | | |
| | | ii. Adherence and compliance with Public Procurement and Disposal Act. | 1 mks | | |
| | | b. Service Delivery Indicators. | | | |
| | | i. Customer Satisfaction Report. | 1 mks | | |
| | | ii. Resolution of Public Complaints. | 1 mks | | |
| | | iii. Communication and networking. | 1 mks | | |
| | | c. Non-Financial Indicators | | | |
| | | i. Asset Management. | 1mks | | |

| | | | | | |
|--|--|---|-------------|--|--|
| | | ii. Compliance with the Constitution and Statutory Obligations (gender and disability mainstreaming). | 1mks | | |
| | | iii. Development and implementation of school strategic/development plan. | 1mk | | |
| | | iv. Safety and security measures. | 1 mk | | |
| | | d. Operations Indicators | | | |
| | | i. Leadership, management and school community involvement. | 1 mk | | |
| | | ii. Curriculum organization and implementation. | 1 mk | | |
| | | iii. Teaching, learning and assessment. | 1 mk | | |
| | | iv. Pupil progression and achievement. | 1 mk | | |
| | | v. Pupil welfare. | 1 mk | | |
| | | vi. Infrastructure and school facilities. | 1 mk | | |
| | | e. Dynamic/Qualitative Indicators | | | |
| | | i. Prevention of HIV and AIDS Infection. | 1 mk | | |
| | | ii. Prevention of alcohol, drug and substance abuse at school. | 1 mk | | |
| | | f. Corruption Eradication Indicators | | | |
| | | Sensitize on effects of Corruption and prevention measures. | 1mk | | |
| | | g. National Cohesion and National Values | | | |
| | | Implementation of measures to promote the realization of national cohesion and national values. | 1mk | | |

| | | | | | |
|--------------------|--|--|-------------|-----------|------------|
| E | Utilization of Internal Performance Monitoring and Evaluation Tools (last three month). | | | 12 | |
| | | i. Teacher’s Checklist (TC) of Professional Documents. For use by a supervisor. | 4mks | | |
| | | ii. Checklist of the Documents to be kept by the Head of an Institution. | 4mks | | |
| | | iii. School M&E Monthly Performance Contract Targets Progress Report. | 4mks | | |
| F | Pupil Welfare | | | 8 | |
| | 1. Pupils Involvement | | | | |
| | | i. Pupils’ involvement in the selection of pupils’ council. | 1 mk | | |
| | | ii. Frequency of pupils meetings with the administration. | 1 mk | | |
| | | iii. Provision of enabling environment for spiritual nourishment. | 1 mk | | |
| | | iv. Effectiveness of clubs and societies. | 1 mk | | |
| | | v. Involvement of pupils in choice of their menu. | 1 mk | | |
| | | vi. Effectiveness of guidance and counselling/Peer counselling. | 1 mk | | |
| | 2. Pupils’ Council | | | | |
| | | i. Presence of functional pupil councils. Involvement of the pupils’ council in school issues. | 1 mk | | |
| | | ii. Pupils attendance to County/National pupils’ council meeting | 1 mk | | |
| TOTAL SCORE | | | | | 100 |

APPENDIX I: TOYA AWARD SUMMARY TABLE

| | | Professional Status | Maintenance of teaching | Learners' Achievement | Total |
|---------|------|---------------------|-------------------------|-----------------------|-------|
| TSC NO. | NAME | A- 11mks | B- 72mks | C- 17mks | 100 |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
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APPENDIX II: HOYA AWARD SUMMARY TABLE

TABLE 1: MANAGEMENT RESPONSIBILITY

| | | | Demographic data | KCPE Performance Index | QSM in T/L Process | PC Target progress | Utilisation of PC M&E Tools | Pupils welfare | TOTAL |
|---|---------|------|------------------|------------------------|--------------------|--------------------|-----------------------------|----------------|-------|
| | TSC NO. | NAME | A- 18mks | B- 13mks | C- 21mks | D- 28mks | E- 12mks | F- 8mks | 100 |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| | | | | | | | | | |

HOYA AWARD SUMMARY TABLE

TABLE 2: TEACHING DUTIES

| | | | Professional Status | Maintenance of teaching | Learners' Achievement | Total |
|-----------|----------------|-------------|----------------------------|--------------------------------|------------------------------|--------------|
| | TSC NO. | NAME | A- 11mks | B- 72mks | C- 17mks | 100 |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |

TABLE 3: HOYA FINAL SCORE

| | | | MANAGEMENT RESPONSIBILITIES | TEACHING DUTIES | AVERAGE SCORE | POSITION |
|----|----------------|-------------|--|------------------------|----------------------|-----------------|
| | TSC NO. | NAME | 100% | 100% | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |