



TEACHERS SERVICE COMMISSION



TRAINING OF HEADS OF INSTITUTIONS ON REVISED TEACHING STANDARDS AND NEW ONLINE SYSTEM

COUNTY: KWALE

VENUE: NDAVAYA ZONE



- **Performance Contracting for Heads Of Institutions**

- ❖ Performance Contracting is part of the broader Public sector reforms in improving Efficiency and Effectiveness in the Management of the Public Service.



Steps to follow to Log in to Head Of Institution Portal

- Log in to www.tsc.go.ke
- Then go to Online Services then from the drop down list select Teacher Appraisal (TPAD) **or** type this link <https://tpad2.tsc.go.ke>.
- Enter your TSC NO, Id Number and the password provided.
- Click on the **re-captcha** box and then click on Log in button
- A **Dashboard** opens with summary of your **TSC details** and **appraisal activities** of progress
- To begin the **appraisal process**, go to **Self Appraisals** menu to review the **Self Assessment** and **Lesson Observation** menus.



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- Click on **Self Assessment** menu to open your **Self Assessment** page.
- Click on **create new Appraisal** to open the **Appraisal details pop up**.
- Select the **Year** and the **term** of Appraisal and click on **save appraisal** button.
- Go to the **newly created** appraisal and click on the **proceed to appraisal** button to begin updating your appraisal
- The **update appraisal** page will open showing main **TPAD Assessment** areas which include:



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- i. Teaching Standards
- ii. Learners Progress and;
- iii. Lesson Attendance

- To begin **updating Teaching Standards**, click on the **update Standards** then click on **choose Standard button by Institution**.
- This will **load all Teaching Standards** specific to that type of Institution.
- To **rate** each Standard click on **new rating** to open the Standard rating page



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- Go to each **target** and click on **add weight** button.
- Enter your **weight** based on your **performance** and **set performance indicators** then upload any evidence if available.
- If you have any **performance gaps** on that target click **yes I have** button.
- A **pop up dialog box** appears then select **gap category** and **sub category** from the drop down menus for that particular target.
- Put in **any comments** you may have regarding the **particular target**.



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- Once done click **next Standard** button to go back to **Teaching Standards** page.
- Repeat this process for all **Teaching standards**.
- Once done the **status** of each Standards will turn from **yellow** to **green** indicating a **successful** completion of the same.
- Once done click **back to Appraisal** to go back to the **Appraisal update** page.
- Click on **update progress** to update the **Learners Progress** record throughout the term.



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- Select **the type of learners progress** you are assessing e.g regular, SNE, CBC Learners.
- Select **set subject target** to open a pop up dialog to add to learners progress record.
- Select the **class, subject** and **target mean score**.
- Click **save** record button to add the records.
- To **edit a learners progress record**, click on **update button** and a pop up button will open to enable you **edit** any record on each term.
- Click on **save record**.



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- After **adding** all learners record for **all subjects** you teach during the term of appraisal, click on **back to appraisal** to go back to appraisal page.
- Click on **view attendance** button to **view** your **lesson attendance record**.
- **Please note that this attendance records are added by your supervisor.**
- Once done click on **back to appraisal** to go **back to appraisal update page**.
- You can **view** a summary of your appraisal by clicking on **view** or **submit appraisal**.
- **Verify** all the data you have input is correct . Once satisfied click on **submit appraisal** to **submit your appraisal** for review by your **supervisor**.



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- You will receive a **notification** on your **notification tab** on the progress of your appraisal review and when the **appraisal meeting** will be set.
- To **request** for **Lesson observation** click on **self appraisal menu** and click on **lesson observation** tab to open your **lesson observation page**.
- Click on **new request** to open the **lesson observation** pop up and then make your request and click send request.
- You can **view** the lesson observations by clicking on view button to **view** the **lesson observation** records.



TPAD TPD (Teacher Professional Development)

- To undertake a **TPD** based on the gaps you identified, go to the **TPD menu** and click on **TPD plan** to open the appraisal showing all your appraisal gaps.
- Click **view** to open the **appraisal gaps** identified.
- To add a **new intervention**, click **new intervention** and a pop up dialog box will open.
- Click on **Institution, Zonal** or **Sub County** intervention gap to check on any **institutional** or **Zonal intervention** set by your **HOD** or **CSO** which you may need to achieve.



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- To **add** your **new intervention**, click on **personal intervention** tab and put in the **type of intervention**.
- Add **start date**, **End date** and click **submit**.
- To **update** on **gap category**, click on **update** to **add** relevant **intervention** for each performance gaps.
- To use the **TPD module**, go to **TPD Menu < TPD module** where you can either **enroll** for a course < **get feedback** > **do an assessment** and **print Certificates** for all intervention and courses undertaken.



PC (Performance Contracting for Heads Of Institutions)

❖ **TPAD** and **PC** commences with the development and adoption of **TPAD** and **PC Calendar of Activities**.



Calendar Of Activities

- As the Head of Institution you are required to manage the **TPAD Calendar Of Activities** as provided for by TSC.
- You can **edit timelines, add custom** of activities before approval and adoption.
- To access the TPAD Calendar of Activities click on **Calendar Of Activities** menu to open the **Calendar landing page**.
- **Note** that the TPAD Calendar Of Activities can only be **edited** once approved.
- Click on action button to **edit, view or add the custom of activities** of the TPAD Calendar of activities.



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- To **edit** the TPAD Calendar Of Activities of a particular term, click on the action button and select **edit** the TPAD Calendar of activities of the term. Go to relevant TPAD activity and click on action button to **reschedule an activity** or **view** it.
- To **reschedule** an activity, click on **reschedule activity** button from the drop down menu. From the pop up menu put in your **reason** for rescheduling the activity then select **start date** and **end date** then click **edit**.
- To **view** the activity, select **view** from the drop down menu. A pop up box will open where you can see a summary of the activity. Click on **save** button when done.



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- TSC provides a standard template of TPAD Calendar Of Activities for all schools. However specific activities may vary from school to school.
- To **customize** the Institution activities, click on the action button and select Institution activities from the drop down menu.
- To **customize** Calendar Of Activities, click on **add Institution activity button** to open a dialog box.
- **Add the name of TPAD Activity** then select the person responsible, any relevant evidence required, the start and end date of the activity then click save.

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- To **edit** the customized TPAD activity, click on the edit button of the relevant activities and make relevant changes then click edit button to finish.



PC Calendar Of Activities

- To **update** the PC Calendar Of Activities, go to Calendar Of Activities menu and select PC Calendar.
- Use the **same steps as in TPAD Calendar of Activities** to **view, customize or update** the implementation.



Creating the Institution Operational Workplan

- To **create** the Institutional Operational work plan, go to **Manage PC Operational work plan menu** section and click on create Operational Work plan to open the PC criteria landing page.
- Go to the specific **performance contract criteria** and click on any of them to review the **criteria performance indicators**.
- On each of the performance indicator, click on **view** activity button.
- This opens a pop up that **displays a list of all activities** in the PC.
- To make the PC relevant to your Institution, click on the **add output** button to **create** or **edit** the expected output from the defined activities.



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- Fill in the **start and end date of the activity, expected output , relevant actors responsible, verifiable evidence needed, required resources, estimated cost and weight contribution of the activity.**
- Click on the close button to finish.
- Repeat the same steps for all the activities that are relevant for your Institution.
- To **edit** any output, click on edit and then adjust the relevant activities then click save then close to finish.



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- To **update** an Operational Work Plan go to manage PC Operational Work Plan menu section and click on **update** Operational Work plan to open Operational Work plan landing page with a list of all PC criteria.
- Click on any of the criteria to **review** the PC indicators of each PC criteria. Click on **view** activities to open a pop up box of all activities.
- Click on the **update progress** button on the respective PC criteria to open the Operational Work Plan criteria updating page.
- To **add** new progress update, click **add progress button** to open the add progress dialog box.



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- Select the reporting period which can be either **termly, quarterly or annually**.
- **Input the achievement of the progress as a percentage.**
- **Describe the achievement made , add the variance , cause of variance and any suggested relevant intervention then upload any evidence if available.**
- Click on save button to finish.
- To **edit** any activity then click on **edit** button then make necessary changes and click on save button.
- **Repeat the same process for all the other performance criteria**



PC Evaluation

- You are required to **monitor the implementation of PC** throughout the Contracting period.
- To **Evaluate** the PC Implementation go to **PC, PC Evaluation** then select **view SCD Evaluation** to open the PC landing page.
- Go to the Contracting period and click on **view PC** button to open the **SCD Evaluation** page and comment.
- You will be able to view a summary of Implementation of PC and feedback comments regarding its Implementation.



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- Other than managing the Operation Work Plan or customizing the TPAD Calendar Of Activities as the Head Of Institution you will be able to:
 - i. Manage Institutional Appraisals
 - ii. Countersign the Deputy Head Of Institution Appraisal
 - iii. Do your own Appraisal
 - iv. Manage the Institution within the Portal
 - v. Manage Staff