How to create new TSC TPAD Account (https://tpad2.tsc.go.ke) for self Evaluationn

TPAD is a performance evaluation mechanism that assesses the performance of a teacher as per the set standards prescribed by the Commission. Section 52 of the Code of Regulations for Teachers (2015) stipulates that the Commission shall in administering the performance appraisal system: -

i.   Require Heads of institution to provide oversight role in the performance appraisal for the teachers in their respective institutions;

ii. Use performance appraisal reports for purpose of promotion, deployment and other rewards as may be prescribed from time to time.

iii. Identify training needs and take corrective measures in cases of unsatisfactory performance.

iv. Develop and review criteria, guidelines and tools for performance appraisal from time to time which shall be accessible in the commission website or as the Commission may advice.

How to create TSC TPAD Portal

To create a new TPAD account its simple and easier. Follow these steps:

1. Click on **https://tpad2.tsc.go.ke/auth/create_account** to access the new account creation portal.
2. Fill in the fields shown

   TSC Number

   ID Number

   Phone Number   (07xxxxxxxx)

   Email Address

   Password

   Confirm Password

Mode of Notification [▼]

Create Account

3. Click on '**Create**' Once done.
4. A success message is shown and you will receive SMS token on your phone within a short time.
5. Enter the Code received via SMS and click on 'Verify Token'. This completes the registration process.

Adding your Bio Data

Next, you need to add your level of Education and subject combination details.

1. Add your information: Bio/ Institution Information, Contact Information.
2. Select 'Subjects Combination' and add your teaching subjects. Select your subjects combinations from the list and click on 'Submit' when done.
3. Then, click on 'Level of Education' to add details. Select your KCSE grade, Highest level of Education and Institution of Study. Next, click on Submit.

ROLES OF THE TEACHERS IN THE NEW TPAD

Each teacher will be expected to do a self appraisal in the various areas, create an appraisal and upload the data online.

ROLES OF THE PRINCIPAL IN THE NEW TPAD

- Inducting new teachers on TPAD
- Capture the new teachers in TIMS
- Activating new teachers on TPAD
- Remove outgoing teachers

The Principal also performs the following roles in TPAD

- Provide oversight role in the performance appraisal for the teachers

- Continuously monitor and evaluate the appraisal process and submit termly reports
- Appraise the Deputy Principal
- Schedule meetings for appraising the Deputy Principal
- Observing the Deputy Principal
- Countersigning officer for all the teachers in the school Arbitration

ROLES OF THE DEPUTY PRINCIPAL IN THE NEW TPAD

- Update the Lesson Attendance
- Register on weekly basis
- Appraise the HODs and teachers
- Schedule meetings for appraising the HODs and teachers
- Observing the HODs and teachers
- Arbitration for the teachers

TPAD PROCESS-STEPS

	TPAD PROCESS-STEPS
Step 1	Development of appraisal Calendar
Step 2	Setting Targets
Step 3	Implementation of targets and gathering of evidence
Step 4	Self -Appraisal and Standards based on competencies and standards
Step 5	Appraisal rating by Appraiser based on evidence gathered.
Step 6	Appraisal rating meeting between Appraiser and Appraisee (Question and Evidence.
Step 7	Identification of gaps by Appraisee and Appraiser

Step 8	Development and implementation of teacher support and performance development.

NEW TPAD TEACHING STANDARDS

The new TPAD tool has 5 standards classified into 3 broad categories as follows:

S/N	TEACHING STANDARDS	TARGETS
A	**THE INSTRUCTIONAL DELIVERY/TEACHING**	
1	**Professional Knowledge and Practice**	Demonstrate mastery of the subject content and use appropriate instructional methods (Wt-3
		Undertake lesson observation at least once a term (Wt-3)
		Utilize teaching/ learning resources effectively (Wt-3)
		Prepare professional documents based on the current syllabus/designs (Wt-3)
		Ability to identify learners' capability and learning styles (Wt-3)

		Ability to identify and nurture learners' talents (Wt-3)
		Ability to access, retrieve and integrate ICT in
		teaching and learning (Wt-3)
		Ability to carry out learner assessment, feedback and
		reporting on learners' learning (Wt-3)
2	**Comprehensive Learning Environment**	Ability to create child friendly school/class environment through
		planned activities to demonstrate respect, equity, inclusion and moral values (Wt-3)
		Ability to create a stimulating classroom environment (Wt-3)
		Ability to ensure safety of learners
		(Wt-3)
		Ability to manage learners conduct
		and behaviour (Wt-3)
3	**Teacher Professional** Development	Prepare Self Professional Development Support Plan (Wt-3)
		Identification of professional gaps (Wt-3)
B	**TEACHER CONDUCT AND PROFESSIONALISM**	

4	**Teacher Conduct &**	Ability to act in the best interest of the learner and maintain
	Professionalism	high standards of ethics and professional requirements within and outside the institution (Wt-6)
		Demonstrate knowledge on the legal requirements in education (Wt-6).
		Comply with the professional requirements in teaching and learning (Wt-6).
		Ability to observe punctuality in lesson attendance, performance of duty and preparation of professional documents(Wt-6)
		Timely syllabus coverage and meeting of deadlines (Wt-6)
C	**COMMUNITY PRACTICE**	
5	**Participation in Professional Learning Community**	Join Professional Learning Community (PLC) (Wt-5)
		Collaborate with colleagues and the broader professional
		learning community to support teaching (Wt-5)
		Collaborate with parents/guardians and other stakeholders
		(Wt-5)

Establish linkages with the community (Wt-5)

Participate in programs organized in collaboration with

other educational bodies: KNEC, MOE, KICD etc. (Wt-5)

TPAD Procedure and Process (Appraisee, Appraiser and Countersign)

	APPRAISEE	APPRAISER	COUNTERSIGN/CONFIRM
1.	Teacher in A Primary	Deputy Head of Institution/Senior Teacher	Head of Institution
2.	Senior Teacher in A Primary	Deputy Head of Institution	Head of Institution
3.	A Deputy Head of Institution In A Primary	Head of Institution	Sub County Director.
4.	A Head of Institution in A Primary	Sub County Director/CSO	County Director/Scd
5.	A Teacher, Tutor or Lecturer in A Post-Primary	Head of Department/Deputy Head of Institution	Head of Institution.
6.	A Head of Department in A Post-Primary	Deputy Head of Institution	The Head of Institution.

7.	A Deputy Head of Institution in A Post- Primary	Head of Institution	The Sub County Director
8.	A Head of Institution in A Post Primary	The Sub County Director	County Director