

**ANNEX 3****TEACHERS SERVICE COMMISSION****Checklist of the Documents to be maintained by the Head of an Institution**

Institution: \_\_\_\_\_

Year: \_\_\_\_\_ Term \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Teacher' Name. \_\_\_\_\_ TSC No. \_\_\_\_\_

The following documents shall be used to assess whether the Head of the Institution has embraced institutional based Quality Standard Management (QSM) in maintenance of teaching standards.

The Head shall ensure that records listed here are acquired, prepared, used, updated and maintained at all times, it is upon these that the head will be rated. This check list shall be marked every term by the immediate supervisor.

	<b>Documents</b>	<b>Max. Mark</b>	<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>	<b>3<sup>rd</sup> Term</b>	<b>Annual Average</b>	<b>Remarks</b>
1	Master/Block time table.	<b>5</b>					
2	Copies of Approved Schemes of work of teachers.	<b>5</b>					
3	Examination Analysis for all assessments (national and internal). Learners' progress /value added records.	<b>5</b>					
4	Subject targets records.	<b>5</b>					
5	Analysis of Class/lesson attendance.	<b>5</b>					

6	Rescheduling timetables.	<b>5</b>					
7	Co-curricular activity records.	<b>5</b>					
8	Learners' discipline management and guidance and counselling /programs/records . Minor and major punishment books.	<b>5</b>					
9	Staff meeting files with confirmed minutes.	<b>5</b>					
10	Performance Appraisal and Development analysis for all staff.	<b>5</b>					
11	Staff personal file; containing posting letter, copies of appointment/ casualty return assignment of letter, records of indiscipline, and any other official communication from and to the teacher.	<b>5</b>					
12	Circulars, policies and Internal memo files.	<b>5</b>					
13	BOM minutes file	<b>5</b>					

14	Relevant and current Statutory documents; TSC Act, Basic Education Act, Code of Regulations for Teachers, Code of Conduct and Ethics for teachers. Etc.	<b>5</b>					
15	Appointment/casualty return book.	<b>5</b>					
16	Updated log and Visitors books.	<b>5</b>					
17	Teacher duty Rota.	<b>5</b>					
18	All relevant books of accounts as provided for in the Accounting Instruction for handbook.	<b>5</b>					
19	Ledgers and inventories.	<b>5</b>					
20	School development/strategic plan	<b>5</b>					
	<b>Total</b>	<b>100</b>					

**Verified at the end of each term by a designated supervisor**

**1<sup>st</sup> Term:** Sign \_\_\_\_\_

TSC

No \_\_\_\_\_ Name \_\_\_\_\_ Designation \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**2<sup>nd</sup> Term:** Sign\_\_\_\_\_

TSC No\_\_\_\_\_Name\_\_\_\_\_

Designation\_\_\_\_\_Date:\_\_\_\_\_

**3<sup>rd</sup> Term:** Sign\_\_\_\_\_

TSC No\_\_\_\_\_Name\_\_\_\_\_

Designation\_\_\_\_\_Date:\_\_\_\_\_