

# Purpose

The Human Resource Manual for Teachers and School Leaders, in short the HR Manual, aims to address the needs of all those with important Human Resource (HR) responsibilities including school leaders, teachers, education committee members and others working for the teaching service, by providing concise explanations, practical instructions and the tools needed to execute HR tasks. The HR Manual is administered by the Teaching Service Commission (TSC) as an instrument to fulfil its mandate for managing teachers in Sierra Leone. The TSC updates and makes changes to the manual whenever needed.

It provides guidance on the rules and procedures governing teachers and school leaders as employees of the teaching service, such as what to expect as an employee of the teaching service, what is expected in return, how to apply for jobs in the teaching service, promotion, transfer, leave, separation from service, and the processes involved.

The manual introduces: the fundamental principles guiding modern HR; a strategic approach to HR, where HR supports the achievement of strategic policies and goals in the education sector; improved HR processes; and an emphasis on employee welfare and well-being, including motivation, health and safety, and the work environment.

The manual has been developed to be available in paper and digital format to increase accessibility. The printed version will be available at all TSC-DO offices. The online version is accessible on computers, tablets and smartphones. All pages from the online version can be printed, including HR forms and sample letters, which can be downloaded, printed, completed in hardcopy, scanned and submitted as attachments to e-mails. For instructions go to [How to use this manual](#).

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