

DRAFT OF COVERING LETTER FROM EMPLOYING AUTHORITY / FUNDING AUTHORITY TO PRINCIPALS

To: All Principals of Grant-aided schools

Reference:

Date:

Dear Principal

THRESHOLD ASSESSMENT ARRANGEMENTS – 2022/2023

Please find attached Threshold Assessment Guidance and Application details to take effect from 1 September 2022.

Eligible teachers, on point 6 of the Main Pay Scale, who wish to seek progression to the Upper Pay Scale, must apply for assessment against the Northern Ireland Threshold Standards, which remain unchanged. Decisions to move teachers to point 1 of the Upper Pay Scale from 1 September 2022 will continue to be based on the professional judgment of the Principal. There will be no external assessment.

In making your assessment you will need to analyse the teacher's performance in the four threshold standards. Verification of evidence will continue to be required for all applicants, however, taking into account the content of TNC letter issued to all schools on 14th January 2022 [Letter to all Schools re PRSD and Pay Progression](#), please note that a teacher will not be required to submit a PRSD Review Statement as evidence for pay progression effective 1 September 2022.

This letter must be read in conjunction with the guidance – Performance Threshold Standards Assessment – Guidance for Schools.

Applications from eligible teachers for threshold assessment must be made to the Principal, **no later than Friday 7 October 2022**. Applications submitted after this date will not be accepted. Any teacher successful in their application will progress to point 1 of the Upper Pay Scale effective from 1 September 2022.

Please find enclosed:

***A Quick Guide;
Guidance Notes;
Application Form;
Sample Record form for Principal;
Feedback form for Teachers;
TR268 (UPS1);
Handbook for Threshold Assessment for issue to teachers.***

This documentation not only provides the necessary application and feedback forms but also useful advice and guidance on the process.

It is recommended that you hold an induction meeting with eligible staff as soon as possible and issue application forms and supporting information to them. You should also explain how you intend to proceed with your assessment of their application, for example, discussion with Heads of Department; observation of lessons delivered etc.

The decision to progress a teacher up the UPS must be taken by the Principal and as per the TNC letter issued to all schools on 14th January 2022 [Letter to all Schools re PRSD and Pay Progression](#), will not require PRSD Review Statements to evidence UPS Pay Progression for the 2022/23 academic year.

All application forms should then be assessed by you and the outcome notified to the Board of Governors; and Teachers' Pay and Pensions Team (TPPT), Waterside House, 75 Duke Street, Londonderry BT47 6FD using the multiple entry form TR268 (UPS1) **no later than Friday 28 October 2022**. Email addresses for TPPT are included on the forms, if you prefer to scan and send electronically. TR268 (UPS1) forms received in TPPT after this date will not be processed.

If you need any further clarification or assistance please contact the relevant employing authority / funding authority [insert details here](#).

Yours sincerely

Employing Authority / Funding Authority