

Date: 2019
From: Employing Authorities / Funding Authorities
To: Principal / Chair of Governors.

Upper Pay Scale Progression – September 2019

This letter offers guidance for teachers eligible for progression to points 2 and 3 of the Upper Pay Scale (UPS) from 1 September 2019.

Teachers are eligible to be considered for progression up the Upper Pay Scale every two years until they reach the maximum of the scale (point 3). Therefore, teachers who were placed on UPS1 on or before 1 September 2017 are eligible to be considered for progression to UPS2 from 1 September 2019. Similarly, teachers placed on UPS2 on or before 1 September 2017 are eligible to be considered for progression to UPS3 from 1 September 2019. The decision to progress a teacher up the UPS must be taken by the Principal and based on those teachers having two consecutive successful performance review statements.

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

All Principals should ensure that the appropriate U2 and U3 forms are completed and retained in the school and the appropriate TR268 form returned to the address below no later than **Friday 25 October 2019**.

Department of Education
Teachers’ Pay and Pensions Team
Waterside House
75 Duke Street
Londonderry
BT47 6FP

TR268 forms received after this date will not be processed. Only those teachers recorded on the appropriate forms will receive payment from 1 September 2019.

Yours sincerely