

*This note provides guidance to governors and principals on the arrangements agreed for the movement of eligible teachers to point 2 of the Upper Pay Scale from 1 September 2025. It should be read in the context of the statutory responsibilities (for teachers' salaries) of Boards of Governors and principals. It is important that teachers are confident that decisions on progression are arrived at in a fair, consistent, transparent and evidence-based manner.*

### **Who is eligible to move to point two from 1 September 2025?**

Teachers in post on 1 September 2025 who moved to point 1 of the Upper Pay Scale on or before 1 September 2023 who have completed periods of employment amounting to at least 26 weeks in aggregate of satisfactory service in the past 12 months, are eligible to be considered for progression to point 2 of the Upper Pay Scale from 1 September 2025.

### **What criteria will be used to make decisions on movement?**

The principal, in approving the movement of an eligible teacher, needs to ensure the teacher was placed on UPS1 on or before 1 September 2023.

### **How will decisions on movement be made?**

In most cases the decision will be based on the performance of the eligible teacher over the previous two years (2023/24 and 2024/25).

The decision to progress an eligible teacher up the UPS must be taken by the principal. PRSD Review Statements for the 2023/24 and 2024/25 academic years should be used, along with other evidence as required, to make a decision for an eligible teacher to progress to UPS2; if there is not one available for the 2023/24 or 2024/25 year then the most recent one (within the past 5 years) should be used.

Other evidence from the teacher can continue to be submitted.

### **Is there an application process?**

There is no centrally administered application process nor is there a standard application form for completion by the teacher. Decisions on progression will be taken in the school by the principal and it is important for a principal to make clear to all teachers the process to be used to inform his/her decision-making.

### **Is there an appeal process for unsuccessful teachers?**

Teachers who are not approved for progression may appeal under the appeals mechanism within their school's salary policy. **Grievance procedures should not be used for appeals against pay decisions.**

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**Movement to Point 2 of the Upper Pay Scale from 1 September 2025**

School: \_\_\_\_\_ School No: \_\_\_\_\_

Teacher: \_\_\_\_\_ TR No: \_\_\_\_\_

Subject / Area: \_\_\_\_\_

Position (e.g. HOD): \_\_\_\_\_

**1. Has the teacher completed a recent successful PRSD Review? YES / NO**

N.B. The decision to progress an eligible teacher to UPS2 must be taken by the principal. PRSD Review Statement(s) for the 2023/24 and 2024/25 academic year(s) should be used, along with other evidence as required, to make a decision for a teacher to progress to UPS2; if there is not one available for the 2023/24/25 years then the most recent ones (within the past 5 years) should be used.

**2. Where an unsuccessful PRSD review has been recorded, provide details of the reasons.**

**3. Recommendation:**

**(Note:** *This section should only be completed when a **FINAL** decision has been made*)

I recommend that \_\_\_\_\_ (*teacher's name*)

**\*should** / **\*should not** be placed on UPS2 with effect from 1 September 2025.

\*delete as appropriate

**Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This record should be retained securely in the school.**

**It may be required for quality assurance / audit trail purposes or in the event of an appeal.**