

MULTIPLE ENTRY TR268 (UPS2)

Name of School: _____ **School Reference No** /

The eligible teachers listed below are authorised to be paid on Point 2 of the Upper Pay Scale (UPS) from the date shown in Column (5) below, in accordance with the following criteria:-

After two years' service on Point 1 of the Upper Pay Scale and completion of periods of employment amounting to at least 26 weeks in aggregate of satisfactory service in the past 12 months, teachers are eligible for consideration for progression to Point 2 of the Upper Pay Scale providing they have recent successful Performance Review and Staff Development (PRSD) review statement(s).

**The completed form must be returned to Teachers' Pay and Pensions Team, Orchard House
40 Foyle Street, Londonderry, BT48 6AT.**

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Upper Pay Scale Point 1	4 Revised Salary Placing on Upper Pay Scale	5 Effective Date of Payment on Upper Pay Scale Point 2	(6) For Use by Teachers' Pay and Pensions Team
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Signature of principal: _____ **Date:**
(on behalf of Board of Governors)

***Countersignature of Employing Authority:**¹ _____ **Date:**

***To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.
To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.**

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

Please note that any forms received after Friday 24 October 2025 will not be processed.

¹ For VGS & GMI the Employing Authority is the Board of Governors

NOTES

Please note the following points carefully when completing form TR268 (UPS2).

1. After two years' service on UPS1 and completion of periods of employment amounting to at least 26 weeks in aggregate of satisfactory service in the past 12 months, teachers are eligible for consideration for progression to UPS2 in accordance with agreed performance review arrangements.
2. Form TR268 (UPS2) should be completed in respect of eligible teachers who have been recommended for progression to UPS2.
3. Schools with **fully delegated budgets** should send a copy of the form to their Employing Authority.
4. Schools which **do not have a fully delegated budget** should send the original TR268 (UPS2) form to their Employing Authority for authorisation and onwards transmission to Waterside House.
5. TR268 (UPS2) forms must be returned to the address below **no later than Friday 24 October 2025**.
6. **Any form received in TPPT after Friday 24 October 2025 will not be processed.**

Please return completed TR268 (UPS2) forms to:

Teachers' Pay and Pensions Team
Orchard House
40 Foyle Street
Londonderry
BT48 6AT

Or, please use the relevant Email address for TPPT, if you prefer to scan and send electronically:

easchools.teacherspay@education-ni.gov.uk
ccmsschools.teacherspay@education-ni.gov.uk
otherschools.teacherspay@education-ni.gov.uk
temporarysection@education-ni.gov.uk