

QUICK GUIDE – THRESHOLD ASSESSMENT FOR SEPTEMBER 2025

1. The threshold assessment process is for eligible teachers who have completed periods of employment of at least 26 weeks in aggregate of satisfactory service over the past 12 months; placed on point M6 of the teacher's Main Pay Scale on or before 1 September 2024.
2. There is no external assessment of applications, Decisions on whether a teacher should move to point 1 of the Upper Pay Scale (UPS) with effect from 1 September 2025 will be made by the principal.
3. The four threshold standards are unchanged.
4. Applicants must complete the appropriate application form.
5. Teachers who were previously eligible to apply but chose not to apply, may apply now.
6. Teachers who were deemed "not yet met" in previous years may re-apply.
7. Successful teachers will progress to point 1 of the UPS effective from 1 September 2025.
8. Teachers working in non-standard settings (e.g. advisory teachers employed by the Education Authority) may apply. However, in such cases the issue of eligibility will be determined by their employing authority. In such settings, the term 'Line Manager' or its equivalent should be substituted for principal.
9. **Completed application forms must be returned to the Principal no later than Friday 3 October 2025. Application forms submitted after this date will not be accepted.**
10. Teachers are not obliged to apply for threshold assessment. All applicants must provide evidence to show that they meet the required standards. Both the application process and the provision of evidence are the responsibility of the applicant.
11. Principals should ensure that every teacher serving in the school is informed of the eligibility criteria; the procedure and the deadline for making an application to the principal.
12. Principals should also ensure that those teachers who are absent, e.g. on maternity leave, sickness, career break etc, are informed of the eligibility date; the procedures for making an application and the deadline for making an application to the principal.
13. Teachers who decide not to apply for whatever reason should be asked to advise the principal in writing of their decision not to apply – reasons are not required.
14. Applicants deemed as "not yet met" have the right to appeal this decision, through the school's salary appeals procedures.

Principals must ensure that the completed multiple entry TR268 (UPS1) forms are returned to: Teachers' Pay and Pensions Team, Orchard House, 40 Foyle Street, Londonderry, BT48 6AT, no later than Friday 24 October 2025. Email addresses for TPPT are included on the forms, if you prefer to scan and send electronically. TR268 (UPS1). Forms received after this date will not be processed.