

Date: 2025

From: Employing Authority / Funding Authority

To: Principal / Chair of Governors.

Upper Pay Scale Progression – September 2025

This letter offers guidance for teachers eligible for progression to points 2 and 3 of the Upper Pay Scale (UPS) from 1 September 2025. 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).

Teachers who have completed periods of employment amounting to at least 26 weeks in aggregate of satisfactory service over the past 12 months, who were placed on UPS1 on or before 1 September 2023 are eligible to be considered for progression to UPS2 from 1 September 2025. Similarly, teachers placed on UPS2 on or before 1 September 2023 are eligible to be considered for progression to UPS3 from 1 September 2025.

The decision to progress a teacher up the Upper Pay Scale must be taken by the Principal and based on those teachers having two consecutive successful performance review statements for the 2023/24 and 2024/25 academic years.

All principals should ensure that the appropriate UPS2 and UPS3 forms are completed and retained in the school and the appropriate TR268 form returned to the address below no later than **Friday 24 October 2025**.

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

If you prefer to scan and send electronically, the relevant email addresses for TPPT are included on the TR268 forms.

TR268 forms received after this date will not be processed. Only those teachers recorded on the appropriate forms will receive payment from 1 September 2025.

Yours sincerely