

2023/24: PAY PROGRESSION FOR TEACHERS

Movement to Point 2 of the Upper Pay Scale September 2023

This note provides guidance to Governors and Principals on the arrangements agreed for the movement of teachers to point 2 of the Upper Pay Scale from 1 September 2023. 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 2023?

Teachers in post on 1 September 2023 who moved to point 1 of the Upper Pay Scale on or before 1 September 2021 are eligible to be considered for progression to point 2 of the Upper Pay Scale from 1 September 2023.

What criteria will be used to make decisions on movement?

The Principal, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS1 on or before 1 September 2021.

How will decisions on movement be made?

In most cases the decision will be based on the performance of the teacher over the previous two years (2021/22 and 2022/23).

The decision to progress a teacher up the UPS must be taken by the Principal and as per the TNC letter issued to all schools on 14th January 2022 [Letter to all Schools re PRSD and Pay Progression](#), will not require PRSD Review Statements to evidence UPS Pay Progression for the 2021/22 academic year. PRSD recommenced from September 2022 therefore there should be a PRSD Review Statement for the 2022/23 academic year that can be used, along with other evidence as required, to make a decision for a teacher to progress to the Upper Pay Scale; if there is not one available for the 2022/23 year then the most recent one 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 movement 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 2023

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 a teacher up the UPS must be taken by the Principal and as per the TNC letter issued to all schools on 14th January 2022, will not require PRSD Review Statements to evidence UPS Pay Progression for the 2021/22 academic year. PRSD recommenced from September 2022 therefore there should be a PRSD Review Statement for the 2022/23 academic year that can be used, along with other evidence as required, to make a decision for a teacher to progress to the Upper Pay Scale; if there is not one available for the 2022/23 year then the most recent one 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 2023.

*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.