

Appendix 8

**To: The Principal/Chairman of Governors
of each Controlled and Other Maintained School**

Circular No: SE/17/08

May 2008

Dear Sir/Madam

Upper Pay Scale Progression – September 2008

In November 2004 the Employing Authorities issued a number of documents agreed by the Teachers' Negotiating Committee relating to Performance Review and Staff Development (PRSD) and Upper Pay Scale (UPS) progression. This letter offers guidance for those teachers eligible for progression to UPS2 or UPS3 from 1 September 2008.

Teachers are eligible to be considered for progression on the Upper Pay Scale every two years until they reach the maximum of the scale (point 3). Thus teachers who were placed on UPS1 on or before 1 September 2006 are eligible to be considered for progression to UPS2 from 1 September 2008 and similarly teachers placed on UPS2 on or before 1 September 2006 are eligible to be considered for progression to UPS3 from 1 September 2008. The decision to progress a teacher on the upper pay scale must be taken by the Principal and based solely on those teachers having two consecutive successful performance review statements.

All Principals should ensure that the necessary TR268 (UPS2) and (UPS3) forms are completed and returned to the Department of Education, Teachers' Pay and Administration Branch, Waterside House, 75 Duke Street, Londonderry BT47 6FP as soon as possible and not later than **Friday 10 October 2008** and that all decisions taken are recorded on the attached U2 and U3 forms.

If you need any further clarification or assistance please contact:

Yours sincerely

Chief Administrative Officer

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