

## DRAFT OF COVERING LETTER FROM EMPLOYING AUTHORITY TO PRINCIPALS

To: **All Principals of grant-aided schools**

**Reference:**

**Date:**

**Dear Principal**

### **THRESHOLD ASSESSMENT ARRANGEMENTS – 2011/12**

Please find attached Threshold Assessment Guidance and Application details to take effect from 1 September 2011.

Eligible teachers, on point 6 of the Main Pay Scale, who seek progression to the Upper Pay Scale must apply for assessment against the Northern Ireland Threshold Standards, which remain the same as last year. Decisions to move teachers to point 1 of the Upper Pay Scale from 1 September 2011 will continue to be based solely on the professional judgment of the principal. There will be no external assessment. In making your assessment you will need to analyse the teacher's performance in the four threshold standards taking account of the two most recent PRSD review statements. Verification of evidence will continue to be required for all applicants.

Applications from eligible teachers must be made to the principal, for threshold assessment, **no later than Friday 7 October 2011**. Applications submitted after this date will not be accepted. Any such teacher successful in their application will progress to point 1 of the Upper Pay Scale effective from 1 September 2011.

Please find enclosed:

***A Quick Guide;***  
***Guidance Notes;***  
***Application Form;***  
***Sample Record form for Principal;***  
***Feedback form for Teachers;***  
***TR268 (UPS1);***  
***Handbook for Threshold Assessment for issue to teachers.***

This documentation not only provides the necessary application and feedback forms but also useful advice and guidance on the process.

It is recommended that you hold an induction meeting with eligible staff as soon as possible and issue application forms and supporting information to them. You should also explain how you intend to proceed with your assessment of their application, for example, your use of PRSD review statements, discussion with Heads of Department etc.

All application forms should then be assessed by you and the outcome notified to the Board of Governors and the Department of Education, Teachers' Pay and Pensions Branch, Waterside House, 75 Duke St., Londonderry BT47 6FD using the multiple entry form TR268 (UPS1) **no later than Friday 28 October 2011**. TR268 (UPS1) forms received in the Department after this date will not be processed.

If you need any further clarification or assistance please contact **EMPLOYING AUTHORITY TO INSERT CONTACT DETAILS**

Yours sincerely

Employing Authority