

2011/12: PAY PROGRESSION FOR TEACHERS

Movement to Point 3 of the Upper Pay Scale September 2011

This note provides guidance to Governors and Principals on the arrangements agreed for the movement of teachers to point 3 of the Upper Pay Scale from 1 September 2011. It should be read in the context of the statutory responsibilities for teachers' salaries of Boards of Governors and Principals. It is important 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 three of the Upper Pay Scale from 1 September 2011?

Teachers in post at 1 September 2011 who moved to point 2 of the Upper Pay Scale on or before 1 September 2009 are eligible to be considered for progression to point 3 of the Upper Pay Scale from 1 September 2011.

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 UPS2 on or before 1 September 2009 and has **two consecutive** successful Performance Review and Staff Development (PRSD) reviews statements.

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 (2009/10 and 2010/11), with other evidence from the teacher being permitted. Decisions on movement will be taken solely on the basis of two consecutive successful PRSD review statements.

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.

CONFIDENTIAL

U3 **Movement to Point 3 of the Upper Pay Scale from 1 September 2011**

School: _____ School No: _____

Teacher: _____ TR No: _____

Subject / Area: _____

Position (e.g. HOD): _____

1. Has the teacher completed two consecutive successful PRSD Reviews YES / NO

2. Where an unsuccessful PRSD review has been recorded provide details of the reasons.

3. Recommendation:

*Note: This section should be completed **ONLY** when a **FINAL** decision is made.*

I recommend that _____ *(teacher's name)* **should / should not** be placed on UPS3 with effect from 1 September 2011.

Principal: _____

Date: _____

This record should be retained securely in the school.

It may be required for quality assurance audit purposes or in the event of an appeal.