



MILESTONE INSTITUTE

‘Education and Leadership through Excellence, Integrity and Humility’

Context

The Milestone Institute is a centre of advanced education for gifted secondary school students. With over 325 students, 104 faculty members and 568 alumni at many of the world’s leading universities, the Institute is dedicated to nurturing a community of changemakers who are ready and able to face the challenges of the 21st century. With over 125 teaching modules on offer and a comprehensive and personalised mentoring scheme, the Institute aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for leadership. In these ways, students are encouraged to recognise themselves as agents of change and to be ambitious for their futures.

In seeking to realise the widely varying talents and ambitions of its community of students, the Institute aims to recruit talented staff members who share the goal of striving for excellence in education, experimentation in teaching methods and inspiration in a student-led social network.

Division Head of Social Sciences

The educational programme at the Milestone Institute covers a broad range of disciplines, encompassing subjects from mathematics through politics to art history. Faculty and students are organised into Divisions, units of institutional organisation, and communities of teaching and learning. The Institute is home to the Divisions of Arts and Humanities, Social Sciences, Natural Sciences and Numerical Sciences, each of them lead by a Division Head.

The Division Head, working within the Teaching and Learning Team, is responsible for maintaining and promoting high standards of education in their Division. The role involves diverse responsibilities from curating the Social Science curriculum covering over 40 academic modules, through developing and disseminating cutting edge learning methods, unique study pathways, digital learning tools, to developing the social sciences faculty community.

The Milestone Team invites applicants with a broad background and scope of insight covering Social Sciences and interdisciplinary topics, a dedication to and interest in 21st century pedagogical methods. Applicants will join a value-driven, diverse and dynamic staff and faculty of intellectuals, researchers and pedagogues where student centered learning, and international standards of excellence are core to every activity and decision.

Areas of Responsibility

Under the overall guidance of the Director of Academic Studies, and together with the Deputy Head of Teaching and Learning, the Division Head of Social Sciences will work on the following areas.

Curriculum development

- design and develop the Social Science curriculum
- devise individual study pathways for students

Teaching quality and method

- implement the overall teaching philosophy of the Institute in the context of the Social Sciences
- ensure consistently high teaching quality and the delivery of key learning outcomes across the Division through syllabus review, course page monitoring, and class observation
- pioneer the innovative use of digital learning tools

Faculty and student community

- develop the community of social sciences faculty
- academically support clubs and societies
- foster student life in the social sciences

Application Process:

Application is by letter and Curriculum Vitae via the application link [HERE](#).

The letter of application should include a response to the question,

‘Reflecting on the existing curriculum in the Social Sciences, what developments do you see most important in implementing your vision of the Division?’

You may wish to consult the Social Sciences module catalogue in academic year 2017-2018, which is available in the [website](#) of the Institute.

The closing date for receiving applications is **Wednesday, 15th August at 23:59 CET**. Successful candidates will be required to take part in a formal interview. Interviews will be held on **Friday, 17th August from 16:00 - 18:00**.

Timeline of Application Process:

- **Wednesday, 15th August at 23:59: Closing date for applications to be received.**
- **Thursday, 16th August:** Shortlisted candidates and unsuccessful candidates to be notified.
- **Friday, 17th August: Interview Day 16:00-18:00:** Opportunity to meet colleagues and students informally and have formal interviews. A final appointment decision will be made on this day and candidates notified.

Conditions of Service:

- This is a part time post of 8 hours per week.
- Working hours are flexible, except for regular Teaching and Learning team meetings
- The post holder should have the right to work in Hungary and might be subject to a local police check.