



MILESTONE INSTITUTE

‘Education and Leadership through Excellence, Integrity and Humility’

Context

The Milestone Institute is a centre of advanced education for gifted and talented 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 C21. 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 which combine to offer a unique educational experience for students and an academically and socially challenging and satisfying environment for its staff.

Deputy Head Of Upper House

At this exciting stage of the Milestone Institute’s development, the Institute seeks to build upon its significant achievements to date with the newly restructured post of Deputy Head of Upper House. This is an exciting, challenging and key post within the Academic Department which carries the responsibility, in collaboration with other members of the Academic Team, for managing, monitoring and reviewing the teaching and learning experiences for students, mentors and module leaders across the Upper House.

The Upper House comprises the more senior members of the Institute’s student body, the Junior and Senior students. These gifted and talented young people, in their final years of high school, represent the culmination of the hard work and teaching of their foundation years in both their high schools and earlier years at the Milestone Institute. The Upper House Programme at Milestone focuses on deepening a student's academic interest and knowledge and developing the skills necessary to apply for and pursue an academic course of study at a highly selective university abroad.

During their time in the Upper House, students are expected to develop and refine the skills necessary to take up advanced modules in their academic pathways, garner academic achievements in competitions and research, and become increasingly involved in opportunities such as internships and volunteering. The Senior Year represents the culmination of these activities and is focused on harnessing the experience and knowledge of every student and translating it into a clear and compelling University application.

The academic level and the pedagogy of the teaching at Milestone are very different from that

experienced usually in Hungarian high schools for students of this age. Classes are interactive with students participating fully in the learning experience. In addition, teaching and mentoring sessions are conducted in English, so there is an intensive immersion in English language as well as subject specific knowledge.

The Deputy Head of Upper House, under the overall direction of the Director and Deputy Director of Studies, is responsible for the leadership and direction of the Junior and Senior Year Academic Programmes with a particular responsibility for the Senior Year. These Programmes are designed to make students aware of the breadth of possibility in creating study pathways for themselves, to introduce new concepts and ideas beyond the usual school curriculum, highlight the interconnections between subjects across disciplines, provide immersion at a deeper level for those with a particular gift or talent whilst offering teaching and learning activities which are interactive and fun as well as being challenging and adventurous. Students are encouraged to be ambitious for themselves and to support these ambitions with appropriate, significant and compelling evidence of achievement and intellectual passion.

It is in this spirit that the Milestone Institute seeks to appoint a highly committed and talented professional to this post which demands exceptional interpersonal, management and communication skills. A strong academic background, an empathy with young people, drive and determination are all important requirements of the post. In addition, as all mentoring and teaching within the Institute is carried out in English, a full and professional level of proficiency in writing and speaking in English is essential. In addition, as the Institute prides itself on using cutting edge technological solutions to enhance communication, teaching and learning through various learning and management platforms, a high level of IT proficiency is required to fulfil effectively the demands of this post. A working knowledge of databases, familiarisation with basic database building principles, query languages and programming experience would be advantages of the successful candidate.

Key Responsibilities of the Post:

To lead and direct, under the overall direction of the Director and Deputy Director of Studies,

- a strategic and detailed Programme for Junior and Senior Students, Mentors and Module Leaders in the Upper House to create an academically aspirational and socially aware community which is in line with the Institute's philosophy and values.
- the management, monitoring and review of the work of members of the Academic Team, Mentors and Module Leaders with regard to particular responsibilities for students in the Upper House.

To manage, monitor and review, under the overall direction of the Director and Deputy Director of Studies,

- the application process for students making applications to Higher Education in the UK, US and other destinations outside Hungary, including overseeing, monitoring and reviewing the application process, carrying out necessary administration, supporting students, Division Heads, Mentors, Module Leaders and other staff as necessary in terms of professional development, training and advice.
- the general academic progress and well-being of students throughout the Upper House with a particular focus on students in the Senior Year, monitoring the effectiveness of the Institute in meeting students' personalised study pathways, contributing to the building of a strong sense of community and celebrating cultural diversity.
- the production of Student and Mentoring Guidelines for the Upper House, University application support materials and other documentation as required to support the work of the Senior Year, including determining relevant content and updating as necessary.

- Student Life initiatives and events and support study abroad, exchange and scholarship opportunities across the Upper House, including the communication of student events through social media sites and other media channels..
- meetings with parents to inform and to give feedback on student achievement, welfare and progress.

To manage, monitor and review, under the overall direction of and together with the Deputy Head of Teaching and Learning,

- the continued development of Canvas, Salesforce and other IT systems across the Institute to raise standards of achievement, communication and record keeping, teaching and learning in order to secure effective individualised learning pathways for students within the Upper House.
- IT systems, processes and solutions to support the work of the Academic Department.

To promote and maintain:

- a lively interest in new initiatives in education at local, National and International levels including the development and use of new technologies, strategies and activities to enhance communication, teaching and learning.

Application Process:

A detailed job description can be found [HERE](#).

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

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

‘What do you consider to be the Essential Requirements of an Upper House Programme which would Meet the Individual Needs and Aspirations of Junior and Senior Students?’

The closing date for receiving applications is **Wednesday, 27th June at 23:59 CET**.

Interviews will be held on **Monday, 2nd July from 11:00 - 16:00**.

Successful candidates will be required on the interview day:

- to make a presentation of no more than 10 minutes on the topic of **‘How to Write a Successful Personal Statement’** which is intended for an audience of Senior Students prior to their making an application to UCAS.
- to undertake a focused and personalised IT task.
- to take part in a formal interview.

Timeline of Application Process:

- **Wednesday, 27th June at 23:59: Closing date for applications to be received.**
- **Thursday, 28th June:** Shortlisted candidates and unsuccessful candidates to be notified.
- **Monday, 2nd July: Interview Day 11:00-16:00:** Opportunity to meet colleagues and students informally, make a formal presentation, undertake a focused and personalised IT task and have formal interviews. A final appointment decision will be made on this day and candidates notified.

Conditions of Service:

- This is a full time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary and might be subject to a local police check.