



MILESTONE INSTITUTE

‘We have the vision of Hungary transformed into a country known for contributing pioneering solutions to the principal challenges of the 21st century.’

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.

Head of Junior Year and Division Head

The Milestone Institute’s Academic Department is looking for a new member of staff to lead its penultimate year group under the supervision of the Head of Upper House and also take the Division Head role in a relevant field (Arts and Humanities, Social Sciences, Natural Sciences or Numerical Sciences).

Head of Junior Year: With a 100-member cohort preparing for admission to the world’s best universities, leading the Junior Year presents a range of exciting intellectual challenges from assisting students in finding their pathway of study, streamlining their academic development towards research and leadership projects, developing educational best practices, to working with up to 50 mentors.

Division Head: 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 in 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 curriculum covering close to 30 academic modules, through developing and disseminating cutting edge learning methods, unique study pathways, digital learning tools, to developing the faculty community.

The Milestone Team invites applicants with a broad background and scope of insight covering one of the mentioned fields (Divisions of Arts and Humanities, Social Sciences, Natural Sciences and Numerical Sciences) and interdisciplinary topics, a dedication to and interest in 21st century pedagogical methods. The ideal candidate has experience in leading a team, excellent English language skills and the drive to inspire a new generation of thinkers. 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.

Description of the Head of Junior Year and Division Head Position

Position in the organisation:

The Head of the Junior Year is a core staff position with management responsibilities for all members of Faculty and the student body who teach or attend the year. The position is supervised by the Head of Upper House and managed overall by the Director of Academic Programmes. Under the overall guidance of the Director of Academic Studies, and together with the Deputy Head of Teaching and Learning, the Division Head will work on the following areas.

Areas of responsibilities:

Curriculum development

- Design and develop the curriculum
- Devise individual study pathways for students

Teaching quality and method

- Implement the overall teaching philosophy of the Institute in the context of the relevant field
- 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 faculty
- Academically support clubs and societies
- Foster student life in the relevant field

Required Skills and Experience:

- High Proficiency in English
- Experience in Education and Teaching
- Experience in Leadership and Management
- Experience in studying or working abroad in secondary / higher education - minimum 1 year

Optional Skills and Experience:

- Experience in University Applications (UK, US and Other)
- Experience in working with gifted students and teaching advanced academic material to secondary school age group – tutoring, mentoring
- Experience in curriculum development, student life organisation

- Aptitude for IT, data management and digital learning systems

Further Responsibilities:

Beyond the Junior Year the position will involve other areas of responsibility:

- Mentoring
- Module Teaching

Milestone Junior Year**Programme Description:**

The Junior Year Programme builds on the progress made in the Freshman and Sophomore Years by introducing students to specific skills, subject knowledge and methodology in order to prepare the ground for the Senior Year.

From statistics and calculus to programming languages, logic and primary source analysis, the Modules provide deeper insights into a variety of academic directions and offers novel ways to prepare for these. The Junior Year also helps students become acquainted with specific topics, core concepts and relevant theories in related disciplines. Whether through topics such as corruption, theories such as rational choice or ideas of gender and class, students gain a broad understanding of the many and varied challenges facing contemporary society. Students are required to commit to a long term Academic Achievement Project during the year to gain an in-depth understanding of a topic, subject and discipline of their choice.

Key Outcomes of the Junior Programme:

- Understanding specific methodological tools.
- Familiarity with core concepts and theories across related disciplines.
- Focus for disciplinary orientation.
- Intensive preparation for and participation in academic competitions, research, conferences or advanced projects.
- Participation in internships and volunteer work relevant to discipline of choice.
- Deepening skills in academic research, Academic Writing, presentations, group work, problem-solving and critical thinking.

Application Process:

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

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

There is an **additional task** which should be included in the application letter when submitting the application. Please note, applications without the task submitted will be automatically rejected.

Questions can be reached [HERE](#).

The closing date for receiving applications is **Monday, 15th July 2019 at 23:59 CET**.

Interviews will be held on **Wednesday, 24th July 2019**.

Timeline of Application Process:

- **Friday, 24th May 2019:** Publishing the job advertisement of the position.
- **Monday, 15th July 2019 at 23:59 CET:** Deadline for applications to be received. Copies of applications made and distributed to interviewing panel.
- **Wednesday, 24th July 2019:** Interview Day
- **Friday, 26th July 2019:** Decision made about appointment. Letters sent out to all candidates.
- **Monday, 2nd September 2019:** Planned start date of successful candidate.

Conditions of Service:

- This is a full time post of 40 hours per week (Approximately 32 hours of Head of Junior Year and 8 hours of Division Head work)
- 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.