



MILESTONE INSTITUTE

‘Education and Leadership through Excellence, Integrity and Humility’

Mentor

Mentoring is at the heart of the Milestone Institute’s academic programmes, providing individual support for students’ intellectual development, orientation, motivation and emotional welfare in each Year Group. With a diversified student body, Milestone is looking to broaden students’ fields of interest by reaching out to subject area experts in varied fields.

Mentoring offers opportunities to work with the next generation of talented professionals, scholars, thinkers and change makers. Mentors support and nurture students’ talents by guiding them through important decisions and making them aware of the wide range of academic opportunities and career paths available to them. As the Milestone Programme progresses, the role of a Mentor is increasingly to focus students’ interests and support a particular academic study pathway. Academic development, advanced study, immersion in subject knowledge, development of internationally relevant skills, development of a holistic interest in the world and its affairs and interdisciplinary/problem based learning become increasingly important. A skilled Mentor can weave the various threads and layers of the Milestone Programme together to make sure that each student gets the most out of his/her Milestone experience.

It is in this spirit that the Milestone Institute seeks to appoint highly committed and talented professionals as Mentors, a 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.

Key Responsibilities of the Post:

To lead and direct, under the overall direction of the Head of House,

- students’ awareness of the breadth of choice available to them regarding both academic study and career paths;
- the development and orientation of students’ interests across disciplines.

To manage, monitor and review, under the overall direction of the Head of House,

- the identification of strengths, weaknesses and special talents of students, setting challenging goals and guiding them towards areas where these might flourish;
- the representation of students’ interests, guiding them through important decisions;
- the pastoral care and personal development of students referring concerns to appropriate staff;
- opportunities to help students gain internship/volunteer experience in their area of study;

- involvement of students in extracurricular activities in and outside Milestone, encouraging an active role in Student Life;
- an understanding of advanced academic material in students' area of interest, developing general academic skills.

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 teaching and learning.

Application Process:

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

Shortlisted candidates will be required on the interview day to prepare certain tasks depending on which post they apply to. Applicants that apply for both posts will be expected to prepare for the Module Leader Additional Task.

Instructions for the Application Essay and Interview Task are indicated on the guidelines available [HERE](#).

Shortlisted and unsuccessful candidates will be notified after each recruitment round.

Please keep in mind that applications will be weighed by a combination of the applicant's profile and the Institute's recruitment needs.

Applications submitted after a given recruitment round's deadline will be reviewed in the next application round.

Although the Institute welcomes Mentor applications all year long, the main entry point for Mentors is before the start of a new Academic Year (Summer Term application round).

Application Rounds and Interview Dates for 2021/2022:

Summer Term 2021/2022

- **Application deadline:** Sunday, 14 February 2021
- **Notification of candidates by:** Friday, 19 February 2021
- **Interviews:** 22 February 2021 - 12 March 2021

Autumn Term 2021/2022

- **Application deadline:** Sunday, 6 June 2021
- **Notification of candidates by:** Friday, 11 June 2021
- **Interviews:** 14 June 2021 - 2 July 2021

Spring Term 2021/2022

- **Application deadline:** Sunday, 10 October 2021
- **Notification of candidates by:** Friday, 15 October 2021
- **Interviews:** 18 October 2021 - 5 November 2021

Conditions of Service:

- This is a flexible post, requiring a commitment of **12 x 60 minutes contact time per student for an academic year**. This should be seen as a) non-negotiable face-to-face contact time to meet the student b) a framework which should be used to enable frequency and be adjusted to meet the goals of a given year group, the needs of the student and it also includes preparation, training, reporting or meeting with parents.
- Fixed term contract, duration of **one academic year**.
- Mentoring sessions are expected to take place at the Institute's Headquarters.
- The post holder should have the right to work in Hungary and will be subject to a local police check.

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has child safe recruitment policy in place. Thus we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

The successful applicant will be required to submit the following documents **upon contracting**:

- Self-declaration related to disciplinary offences relating to children.
- Local police check.
- Child Protection Training - to be held by the Institute.

Remuneration

The Milestone Institute has a complex remuneration system which reflects each Mentor's professional development path.

There are four bands according to levels of experience and autonomy of mentoring practice; all Mentors who are new to the Institute will be in the 'Novice' band, regardless of previous teaching / mentoring experience elsewhere

Novice: 110 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that are starting their mentoring practice and have little experience of mentoring in Milestone. Assisted in trainings from the very fundamentals to more complex problems.

Scholar: 120 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that have one or several years of practice. Are well aware of how internal systems and mentoring works. Assisted in more complex situations of pastoral care, parental relationship, orientation, and advanced preparation (US, Oxbridge).

Fellow: 130 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors that have several years of practice behind them. Autonomous in all aspects of their mentoring practice and regularly produce exemplary results.

Master: 140 000 HUF per mentee, paid in three instalments over the Academic Year

Mentors with the longest and largest experience at Milestone. Autonomous and with the ability to impart experience on others across a large subject range with regularly producing exemplary results.

The amount is gross if contracted as employee and net if contracted as self-employed/company and is paid in three instalments (33%, 34%, 33%) according to the following timeline:

1st instalment: 31st August

2nd instalment: 31st December

3rd instalment (Freshman, Sophomore, Junior students only): 30th April of the next year OR

3rd instalment (Senior students only): 31st August of the next year

On occasion, there might be Mentor Reallocations between teaching terms, which means that the remuneration of the Mentor joining later will be adjusted accordingly. To see an outline of mentor payment bands and instalments, click [HERE](#).

Application checklist:

- CV in English - Containing the contact details of 2 referees, which **will be contacted by the Institute** 
- Application Essay and Interview Task (Please use [these guidelines](#)) 
- [Online application form](#) 