



## **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 350 students, 80+ faculty members and almost 1,000 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 100 taught 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 future.

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.

### **Teaching and Learning Associate**

The Milestone Institute’s Academic Department is looking for a new member of staff involved in instructional design, educational leadership in delegated areas as well as project management and operative functions across key processes of Teaching and Learning. The Teaching and Learning Department, consisting of four academic Divisions (Natural, Numerical, Social Sciences, Arts and Humanities), acts as a pedagogical lab within the Institute producing educational content, concepts and methods, while simultaneously overseeing their implementation and delivery in the study programmes.

## **Description of the Position**

### **Position in the Organisation:**

The Teaching and Learning Associate is a full-time core staff position made up of instructional design, educational leadership and process management responsibilities in the Teaching and Learning Department. The position is managed by the Head of Teaching and Learning, with input from the Director of Academic Studies.

### **Core Responsibilities and Objectives:**

The core responsibility and objective of the Teaching and Learning Associate is to enable the smooth functioning and growth of the Department through efficiently liaising with Academic Coordination, managing term-related, business-as-usual processes within the Department, as well as enabling and taking part in educational development activities.

### **Key Responsibilities:**

*Please see full information, including Glossary of Terms, in the [detailed Job Description](#).*

Under the overall direction of the Head of Teaching and Learning,

#### **To lead and direct:**

- the monitoring and evaluation of students' learning experiences, with a special focus on student satisfaction and feedback in modules.
- the selection, development and application of methodologies and digital learning tools to enhance learning outcomes.
- the timely and adequate delivery of term-related Teaching and Learning processes.
- the consistent and efficient use of the Institute's databases and information systems to allow reporting on student progress, engagement and the quantification of the Institute's added value.

#### **To manage, monitor and review:**

- the efficient individual and teamwork of Division Heads, creating and relying on established institutional project management tools (e.g. Gantt charts, action minutes).
- the selection and application of educational management tools to assure teaching quality and delivery of learning outcomes in the module system.
- the delivery of faculty recruitment campaigns and events.
- the delivery of continuous faculty professional development through induction training, facilitation of peer observation, and other ways of disseminating best practices.

- the administrative aspects of core term-related processes: Module Leader offers and contracting, planning of Shopping Week (a term-start event of ‘taster sessions’ to aid students’ module selection) and term-time schedules.

**To support:**

The Head of Teaching and Learning with:

- curriculum development on the level of individual Modules, Pathways, Divisions and the overarching Module Design,
- the delivery of the Institute's Faculty Retention Strategy,
- the delivery of educational consultancy and content development projects carried out within the Department or in collaboration with Milestone’s Solutions Lab.

The Houses Team in:

- core programme-related processes (student advising, admission interviews, mock interviews, etc.) with content input and participation.

**Further Responsibilities:**

Depending on the successful applicant’s profile and background, they will also be expected to perform **Mentoring and Module Leader duties** (for further information about these roles, please see the Institute’s [website](#)).

**Required Skills and Experience:**

- High proficiency in English
- At least Master’s level qualification in an academic field
- A well-rounded, broad intellectual interest and curiosity
- Aptitude for leadership and people management
- Strong interest in educational innovation
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression
- Good collaborative and cooperation skills

**Optional Skills and Experience:**

- Professional experience in education
- Gifted education experience in formal or non-formal settings
- Curriculum development experience at any level (session, course, study programme)
- Academic or research expertise in any of the Institute’s four Divisions (Numerical Sciences, Natural Sciences, Social Sciences, Arts and Humanities).
- Aptitude for IT, data management and digital learning systems.

**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.
- Milestone’s office hours are from **Monday to Friday, 10 am until 8 pm** and **Saturdays, 10 am until 6 pm**. This means that there may be times when members of the Academic Team are expected to work unusual hours (regular working hours are Mon-Fri 10 am to 7 pm, with a 1-hour lunch break).

**Child Safe Recruitment:**

The Institute is committed to child safe recruitment, selection and screening practices and has a 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.

**Application Process:**

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

Application is by CV and the candidate’s response to the Recruitment Task below (**no** letter of application/motivation is required), to be submitted via the application link [HERE](#).

**Recruitment Task:**

Please answer all the questions below, in 2-300 words each:

- What do you find most appealing about the position and Milestone Institute?
- What are the most relevant current challenges of education in your academic field?
- What is the most exciting educational innovation that you have come across recently?

The closing date for receiving applications is **Sunday, 10th October 2021 at 23:59 CEST**. Interviews will be held on **Thursday, 14th October 2021**. (Please see the detailed timeline below.)

**Timeline of Recruitment Process:**

- **Friday, 17th September 2021:** Publishing the job advertisement of the position.
- **Sunday, 10th October 2021 at 23:59 CEST:** Deadline for applications to be received.
- **Monday, 11th October 2021:** Meeting of the appointment panel to shortlist candidates for interview.
- **Tuesday, 12th October 2021:** Shortlisted candidates invited for interview, candidates not shortlisted notified.
- **Thursday, 14th October 2021:** Interview Day.
- **Friday, 15th October 2021:** (*if applicable*) pre-offer discussion with the preferred candidate.
- **Friday, 15th October 2021:** Offer sent out to preferred candidate, with response expected by COB Monday 18th October.
- **Tuesday, 19th October 2021:** Notifications sent out to all shortlisted candidates.
- **Monday, 25th October:** Planned start date of successful candidate.