



Job Advertisement:

Education Programme Leader - Head of Access Year

Opportunity for an exceptional candidate to be Head of Access Year, shaping the foundation year (students aged 13-18) of an internationally acclaimed, innovative, education institution, based in Budapest.

Milestone Institute has been providing extraordinary opportunities for secondary school students since 2010. Its method and its students have received international acclaim by getting into world-class universities and being engaged with causes focusing on social responsibility.

We aspire to become one of the best advanced education institutions in Europe, providing all our pupils with an excellent education that empowers them to seize unique initiatives, and take ownership of their learning activities. Our student body has 5 program years (ages 13-18; grade 7- grade 12) providing a rich, powerful curriculum in the lead-up to university applications. Among the 400+ students, 20% of the students receive partial, or full scholarships; with this, we want to make sure that all talented students have the opportunity to develop their passion for learning, and build their strength.

The Institute welcomed its first foundation year (Access Year) cohort in May 2020 and currently provides 40+ students in the Access Year with a first-class academic education, based on our firmly held values. The strengthening of resilient and empowered personality traits, individual self-expression and group-inclusive project work is fundamental to Milestone's Access Programme. The programme lays the foundations for the long-term development of students. It introduces them to the biggest challenges of the 21st century, providing a unique educational and community experience, with social responsibility as an important part of it. Part of the Access Program's social mission is to start social integration in the classroom therefore, the majority of the Bridge Scholars, talented full-scholarship students from disadvantaged socio-economic backgrounds begin their studies at the Access Program.



The role

We are seeking an exceptional candidate as Head of Access Year, to work in close partnership with the Head of Lower House (Access, Freshman, and Sophomore Years) and the whole of the Lower House Team. Their responsibility will be to embed the Institute's vision, ensure effective and high-quality governance of the Access Year and encourage our students to take responsibility and become active agents in their own education. They will be responsible for the academic curriculum revision and delivery, project planning, and management as well as an administrative overview of the Access Programme. Among Access Students, the Head of Access Programme also bears a responsibility for the recruitment and the academic progress and integration of the Bridge Scholars.

The successful candidate will have the opportunity to grow with the institution and the programme. They will be supported in their development for headship. We will provide one-to-one support, group supervision, and the opportunity to work creatively in one of the most innovative hubs in the education sector.

You will

- Be ready to lead and represent the programme to a variety of stakeholders
- Be ready to communicate, and inform parents about the content and the outcomes of the Programme
- Have the drive, skills and resilient character required to help further Milestone's mission to provide exceptional learning opportunities for students from all backgrounds
- Be committed to continually improving classroom practice and raising attainment
- Have to attain an oversight over the entirety of the Access Programme and its integration into the Core Programme
- Be committed to building a network of teachers who'll encourage students to take part in Access Year and the Bridge Scholarship



Requirements:

- C2 level English
- C2 level Hungarian
- MA Degree
- Experience in academic research, teaching or administration
- At least 1-2 years of experience in educational program management or 3-4 years of experience in project and people management

For further information refer to the full job description and person specification.

Milestone Institute offers:

- Highly-trained, motivated, collaborative staff
- Access to high-quality, regular professional development
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- Competitive salary in the education sector in Hungary

How to apply:

Application is by **CV** and **cover letter** (including an indication of salary expectations) via the [application form](#) and response to the Question “Why would you like to take on the challenge, and responsibility of becoming the Head of the Access Programme?”