



## MILESTONE INSTITUTE

**‘Education and Leadership through Excellence, Integrity and Humility’**

### Module Leader

Module teaching simultaneously offers orientation, immersion in a given field and space for the development of core skills in English. Currently, [125 academic Modules](#) are offered at the Institute across the four years of Academic Programmes, allowing students to experiment and gain direct experience of what it is like to study a particular discipline. Through this process, students also encounter a broad range of topics, methodologies, theories and ideas that support them in becoming well-rounded, critical thinkers capable of breaking down disciplinary boundaries and tackling contemporary problems.

Module teaching offers opportunities to work with small groups (6 - 12 students) of talented and motivated students from different backgrounds. Module Leaders inspire students towards their subject area, broadening students’ academic and professional interest. Beyond providing in-depth knowledge of their field, skilled Module Leaders develop students’ key academic skills, demand an active participation from their group and encourage independent learning, all of which represent the teaching philosophy of the Institute.

It is in this spirit that the Milestone Institute seeks to appoint highly committed and talented professionals as Module Leaders, a post which demands exceptional interpersonal, management and communication skills. A strong academic background, and 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 Teaching and Learning,**

- students’ academic orientation by encouraging independent learning and inspiring them towards particular areas of undergraduate study.

##### **To manage, monitor and review, under the overall direction of the Head of Teaching and Learning,**

- the development of key academic skills, such as critical thinking, research skills, academic writing, debating and presentation skills;
- providing an in-depth knowledge to students of a subject area and encouraging scholarly research;
- an understanding of the connections between academic disciplines and the importance of an interdisciplinary perspective;
- the encouragement of international competitiveness in students’ academic knowledge;
- an understanding of the values outlined by the Institute about the nature of academic study

and the broader importance of social solidarity, scientific innovation and a balanced, democratic political culture.

**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 and Timeline:**

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

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

Shortlisted and unsuccessful candidates will be notified.

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

**Application deadline: 7th March 2023.**

Although the Institute welcomes Module Leader applications all year long, the main entry point for new Faculty members is before the start of a new Academic Year. Applications submitted after the advertised deadline - during the duration of the 2023/2024 Academic Year - will be reviewed on a quarterly basis.

**Interviews**

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 (Mentor and Module Leader) will be expected to prepare for the Module Leader Additional Task. Shortlisted candidates should keep in mind that interviews are held on weekdays (Monday to Friday).

**Conditions of Service:**

- This is a flexible post, requiring a teaching commitment of **eight 50-minute sessions together with associated preparation and grading**.
- Fixed term contract, duration of **one teaching term (approximately 4 months)**.
- Module Leaders may negotiate their teaching schedule with the Academic Team. However, Modules take place during the **late afternoon (5-8pm) on weekdays and all day on Saturdays (10-6pm)**, at the Institute's Headquarters.
- The post holder should have the right to work in Hungary and might 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 Institute's remuneration system creates incentives for Module Leaders to explore and experiment with teaching method while delivering on the core learning outcomes and preparing students for the requirements of their chosen Study Pathway. Both payment bands acknowledge the grading and preparation efforts of the Module Leader by calculating the remuneration based on the number of students enrolled. This system also allows for Modules to be taught by more than one Module Leader.

**Band 1 (see detailed payment scheme used in 2023/2024 [HERE](#)):** Modules that constitute the core curriculum for one or more Study Pathways with a tested and verified module concept including the resources, teaching method, assessment and class plans.

**Band 2 (see detailed payment scheme used in 2023/2024 [HERE](#)):** Modules whose module concept is under development, which are experimental, or are taught by a Module Leader who is new to the teaching environment at the Institute. In Payment Band 2, Module Leaders receive dedicated support from the Teaching and Learning team in the development and fine-tuning of their syllabus, consciously aligning teaching methods with learning outcomes and adjusting their teaching practices to the Milestone Institute.

The amount is gross if contracted as an employee and net if contracted as self-employed/company, paid at the end of the contract.

### **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](#) 