



Job Advertisement

Educational Program Leader - Head of Junior Year

Opportunity for an exceptional candidate to be Head of Junior Year, shaping the future of a year group of 120 students in an internationally acclaimed, innovative, educational institution located in Budapest.

We are one of the best advanced education institutions in Europe, providing all our pupils with an unique education that empowers them to take ownership of their learning activities. The Junior Year of the Milestone education program currently provides first-class academic education to ca. 120 students based on our firmly held values.

The role

We are seeking an exceptional candidate as Head of Junior Year, to work in close partnership with the Head of Upper House (Junior and Senior Years) and the whole of the Upper House Team.

The successful candidate will have the opportunity to grow with the institution and the programme. 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

- lead and represent the Junior programme to a variety of stakeholders
- communicate and inform stakeholders about the content and the outcomes of the programme
- oversee and manage a year group of 120 students and a mentor team of 50
- have the drive, skills and resilient character required to help further Milestone's mission to provide exceptional learning opportunities for students from all backgrounds

- commit to continually improve the educational content of Milestone's educational programme

Requirements

- C2 level English
- MA Degree
- Experience in teaching or administration

For further information refer to the full job description.

Milestone Institute offers:

- Competitive salary
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Access to high-quality, regular professional development
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute

How to apply:

Application is by CV and cover letter including an indication of salary expectations, and response to the question "Why would you like to take on the challenge and responsibility of becoming the Head of Junior Year, and how did your previous experiences prepare you for it?"

Application Process and Timeline

Apply via the [application link here](#). The position is open until filled. Start Date: July/August 2023, a different start date can be negotiated. 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.

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.

Diversity and Inclusion

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.