



Deputy Head of Teaching and Learning

Job Description & Advert

Position Title:	Deputy Head of Teaching and Learning
Location:	1077 Budapest, Wesselényi u. 17. (W17)
Position Type:	Full-time
Reports to:	Head of Teaching and Learning

About Us: Milestone Institute provides personalised education for secondary school students, an area where we have fulfilled a leading role since our foundation in 2010. Our domestically developed, internationally recognised English-language programmes, delivered alongside secondary school, provide intellectual development and academic immersion, helping our students find the academic area best suited to their interests and abilities so that they can become successful, independently thinking people. Our unique educational programmes were designed to nurture a community of future leaders committed to creating a competitive Hungary in the 21st century.

The Institute's pedagogy relies on three pillars: module teaching, one-to-one mentoring, and student life events (student-organized academic and non-academic activities). The first half of a Milestone student's path consists of orientation: in this period students find, with the help of the three pillars, areas within and beyond school subjects that are fascinating to them. The second part of a Milestone student's path consists of profile building and deepening subject knowledge, with the end goal of successfully applying to the best universities worldwide. Within this system, the Teaching and Learning Team serves as the pedagogical hub within the Institute producing educational content and developing teaching methods, ensuring that the modules run smoothly and that their content and format support the orientation, profile building, and application needs of the students.

Job Summary:

- We are looking for a candidate with experience in teaching, academic administration, or educational management to support the Teaching and Learning Team as its Deputy Head. A background in numerical or life sciences (mathematics, economics, computer science, physics, engineering, chemistry, biology, medicine, and/or earth science, or a combination thereof) and a level of comfort with interdisciplinary work will be a strong advantage: in this case, the Deputy Head will also perform the duties of a relevant subject pathway (Numerical Sciences or Life Sciences). The



successful candidate will have the opportunity to grow with the institution and the programme. We will provide one-to-one support and the opportunity to work creatively in one of the most innovative hubs in the education sector.

Key Responsibilities:

- Supporting the Head of Teaching and Learning in supervising the work of subject pathway Chairs;
- Flexibility in managing a broad and diverse team of highly motivated colleagues, in particular in supervising the work of module leaders (teachers) across a variety of pathways, and especially those where the Deputy's subject expertise is most relevant, including:
 - Communicating with module leaders to help them develop their modules;
 - Reviewing the syllabi (content and structure) of modules and suggesting changes if needed based on their stated aims within the curriculum;
 - Observing how the module leaders teach their modules and providing feedback;
 - Checking if the module leaders organize sessions, assignments, and grading as prescribed and asking them to adjust if necessary;
- Adjusting the curriculum to best support students' goals, i.e. adjusting the content and structure of existing modules and occasionally proposing new ones;
- Maintaining a database of meaningful profile-building opportunities (e.g. competitions, internships, etc.) and communicating them to students across pathways;
- Support in the recruitment of new module leaders and mentors, including conducting interviews for new faculty;
- Mentoring students individually and teaching modules (for further information about these roles, please see the Institute's [website](#));
- Shared team-wide duties (e.g. admissions interviews for new students, university application review for outgoing students, etc.).

Requirements:

- C1-level English; fluent Hungarian will be an advantage
- At least an MA-level university degree
- 2-3 years experience in teaching or management
- A well-rounded, broad intellectual interest and curiosity
- Good collaborative and cooperation skills
- Strong motivation to work with students of high school age
- Strong interest in educational innovation

Milestone Institute offers:

- A welcoming team of highly-trained, motivated, collaborative colleagues



- High-quality, regular professional development and support for colleagues wishing to grow as pedagogues and managers.
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- We organise team-building evenings every other month as well as an all-staff getaway once a year
- Our office is dog-friendly
- An exceptional working environment in one of the most beautiful listed buildings in downtown Budapest
- The salary for the position is within the range of 780 000 – 895 000 HUF gross. The precise amount is based on previous work experience. The annual adjustment of salaries takes place in May.
- Work equipment is provided by the organisation
- Reimbursement of your MÁV/ Volán monthly pass if you are commuting to work

Application Process and Timeline:

Application is by submitting your Curriculum Vitae and application essay via the application link. The application essay should consist of:

- A short one-paragraph description of the applicant's motivation for this job. This can include academic background and what makes the candidate interested in educational management.
- A sample lesson plan, instructions for which can be found [here](#).

The position is open until filled. Prospective start date: 09/01 (a later start date can be negotiated). Shortlisted and unsuccessful candidates will be notified. During the in-person interview, applicants will be asked to present a 10-minute simulation exercise showcasing a classroom activity from the lesson plan they submitted with the Interviewers taking on the role of students. More details can be found via the link above. During the interview, candidates will also be invited to participate in management-related problem-solving exercises.

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 to provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that 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 regarding 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, ethnicity, national origin, religion, age, gender identity, sexual orientation, and disability status.