



# Chair of Life Sciences, Chemical, and Earth Sciences

## Job Description & Advert

<b>Position Title:</b>	Chair of Life Sciences, Chemical, and Earth Sciences
<b>Location:</b>	1077 Budapest, Wesselényi u. 17. (W17)
<b>Position Type:</b>	Part-time
<b>Reports to:</b>	Head of Teaching and Learning

### About Us:

Milestone Institute provides personalised education for secondary school students, an area in which 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 seeking to employ a specialist with a background in biology, medicine, bioengineering, chemistry, and/or geology, and comfortable with interdisciplinary work, to serve as a Chair of Life Sciences, Chemical, and Earth Sciences. An experience in teaching, administrative, or managerial positions is a strong advantage. The Chair will be working within the Teaching and Learning Team as an



administrator managing the delivery of educational activities in accordance with students' needs.

- Please be informed that we are also currently recruiting for a full-time position of the Deputy Head of Teaching and Learning, in which the responsibilities of a Chair would be combined with those of supporting the whole Teaching and Learning Team. More information can be found on our [website](#).

### Key Responsibilities:

- Supervising the work of module leaders (teachers) belonging to the Life Sciences and Earth Sciences pathway, including:
  - Communicating with module leaders to help them develop their modules;
  - Reviewing the syllabi (content and structure) of modules in the pathway and suggesting changes if needed;
  - Observing how the module leaders teach the modules in the pathway;
  - 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;
- Helping students in the pathway find meaningful profile-building elements (e.g. competitions, internships, etc.);
- Support in the recruitment of new module leaders and mentors in the pathway, 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
- At least an MA-level university degree in biology, medicine, bioengineering, geology, or another related field
- 2-3 years experience in teaching or people management
- Strong motivation to work with students of high school age
- Good collaborative and cooperation skills

### Milestone Institute offers:

- A part-time position of 16-20 hours per week in the office, with flexible hours upon agreement with the line manager.
- 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.



- Our office is dog-friendly.
- An exceptional working environment in one of the most beautiful listed buildings in downtown Budapest.
- We organise team-building evenings every other month as well as an all-staff getaway once a year.
- The salary for the position is within the range of 310,000-400,000 HUF gross. The precise amount is based on exact working hours and 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, what makes the candidate interested in educational management, and their interest in a part-time position;
- 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 may 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:**



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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.