JOB DESCRIPTION

Title: Head of Choral Music

Location: St. Peter's, Cambridge, New Zealand

Reporting to: Director of Performing Arts

Terms & Conditions: Permanent, full-time (on-site)

About Us:

St. Peter's School, located in picturesque Cambridge, New Zealand, is renowned for its commitment to academic excellence, holistic education, and fostering a vibrant community. As a leading educational institution, we are dedicated to nurturing the talents and aspirations of our students, preparing them to excel in an ever-changing world.

Job Description:

The Head of Choral Music at St Peter's School is responsible for the leadership and development of the school's choral and ensemble programme. This includes directing choirs, teaching vocal music classes, managing performances and cultivating a love for music in students of various skill levels. As part of the school's vibrant arts programme, the Head of Choral Music will play a key role in fostering musical talent and creating memorable performance experiences, both on and off campus. This role nurtures individual talent through one-to-one teaching while also developing collaboration, community and leadership skills through ensemble singing.

Key Responsibilities:

Choral Music and Ensemble Leadership

- Direct and manage the school's vocal ensembles, including:
  - Chapel Choir (to be developed in collaboration with the Chaplaincy).
  - All-comers choir (musical theatre/contemporary focus).
  - Premier choir (auditioned Y9–13).
  - Additional ensembles may be developed as appropriate over time and in consultation.
- Provide choral music and vocal coaching for school productions (e.g. Musical Theatre).
- Collaborate with the Head of Instrumental Music on ensemble projects, including chapel bands and house music.

Chapel Singing

- Lead and develop regular chapel singing opportunities (Years 7–13).
- Work in consultation with Chaplains to ensure alignment with Chapel style and ethos.

Vocal Teaching

- Teach vocal music across a range of year levels, including 1-to-1 tuition (subject to balance with ensemble commitments) and vocal technique, theory, and performance coaching.
- Incorporate diverse musical styles into teaching.

Programme Development and Performance

- Develop an engaging and inclusive choral music programme, fostering student participation and retention.
- Plan and lead performances including concerts, Chapel services, and special events.

- Participate in interdepartmental projects and community outreach.

Administrative and Leadership Responsibilities

- Co-ordinate vocal tutor team (across genres).
- Manage programme resources and budget.
- Plan student assessments and maintain achievement records.
- Support recruitment and promotion of the vocal programme.
- Collaborate on co-curricular timetabling and strategic planning.

Workload and Hours

- Expected to maintain up to 20 contact hours per week, with duties balanced across teaching, rehearsal and co-curricular commitments.
- Hours will be allocated in negotiation to reflect peak-load times (e.g. production season), with compensatory adjustments across the academic year.
- Flexibility is required for evening and weekend events, with advance planning and recognition of extra load.

The above is not an exhaustive list of responsibilities. A collaborative mindset will be required to support colleagues in achieving success, as well as the flexibility to work outside of business hours when required, such as at evening or weekend events.

Qualifications and experience:

- Registered teacher with a New Zealand teaching qualification preferred.
- Bachelor's or Master's degree in Music, Music Education, or Choral Music Conducting preferred.
- Proven success directing choirs and teaching choral music, ideally in an independent school.
- Deep knowledge of vocal techniques, choral pedagogy, and diverse choral repertoire.
- Excellent conducting, rehearsal, and organisational skills.
- Ability to inspire and motivate students of varying musical abilities.
- Experience planning and managing concerts and performances.
- Familiarity with piano accompaniment and vocal coaching preferred.
- Strong communication and interpersonal skills for effective collaboration with staff, students and families.
- Creative, adaptable, and culturally sensitive, with awareness of student needs.
- Passionate advocate for the performing arts and committed to the school's mission and values.
- Dedicated to fostering a positive, inclusive, and disciplined learning environment.
- Actively engage with the boarding school community by supporting and providing performing arts opportunities for students residing on campus.
- Holds a full New Zealand driver's licence.

Working Conditions:

Full-Time Role: This position requires a full-time commitment, occasionally extending beyond standard working hours due to the nature of performances and rehearsals.

Flexible Schedule: Workload may vary seasonally to accommodate concerts, productions and tours. Flexibility is needed to accommodate after-school rehearsals, student recitals and community or holiday events.

Contact Time & Workload: The Head of Choral Music will have up to 20 hours of contact time per week during normal school hours (i.e. work hours 8:15am–4:45pm). This time will be balanced across individual lessons, co-curricular groups, whole-school singing and chapel leadership, and support for specialist curriculum classes.

Time Allocation Guidelines:

- Teaching: Approximately 50% of weekly contact hours will consist of one-to-one or small group vocal tuition (included within overall load).
- Ensembles: Approximately 50% of weekly contact hours will involve rehearsing and directing choirs or vocal ensembles.
- Co-Curricular: Active support of school productions, chapel services, and community events as part of workload allocation.
- Administration & Planning: Non-contact hours (outside the up to 20 contact hours) during the school day (i.e. 8:15am–4:45pm) are to be used for repertoire selection, event planning and collaboration with the Performing Arts team.