



Bangladesh Foreign Language Club

A Foreign Language Institute

Formal Job Offer: Part-Time Language Instructor

Terms of Employment

We are pleased to offer you the opportunity to join **Bangladesh Foreign Language Club (BDFLC)** as a **Part-Time Language Instructor**. Please review the terms and conditions outlined below.

1. Teaching Position & Course Structure

Course Levels & Duration

- **A1 Level (Online/Offline):** 2 months, 24 classes
- **A2 Level (Online/Offline):** 2 months, 24 classes
- **B1 Level (Online/Offline):** 4 months, 48 classes
- **B2 Level (Online/Offline):** 4 months, 48 classes

Class Schedule & Structure

- **Classes:** 3 days per week
- **Duration:** 2 hours per class
- **Batch Size:** Max- 15 students
- **Online Platform:** Zoom/Voov
- **Offline Location:** Farmgate, Dhaka

Available Teaching Schedules

Dhaka Local Time

Online:

- **French Morning Batch:** 6:30 AM – 8:30 AM
- **All Languages Evening Batch:** 9:00 PM – 11:00 PM

Offline:

- **Friday, Saturday & Sunday:** 6:00 PM – 8:00 PM

2. Compensation & Payment

Online Courses

- **Rate:** 500-1,000 BDT per class (**Negotiable**)
- **Standard class duration:** 2 hours



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Offline Courses

- **Rate:** 750-1,500 BDT per class (**Negotiable**)
- **Standard class duration:** 2 hours

Payment Policy

- Instructor payment will be calculated based on the **total number of verified classes conducted**.
- Payment will be made according to the **applicable per-class rate**.
- The total number of conducted classes will be **recorded and verified by BDFLC**.
- If a class qualifies as a **paid class under the attendance policy**, that class will be included in the payment calculation.
- Payment will be calculated based on the **verified class records and applicable per-class rate**.

Payment Schedule

- **50%** of the applicable payment after the first month.
- **50%** upon successful completion of the assigned batch.

3. Class Timing, Attendance & Class Management

Instructors are expected to maintain punctuality and follow the procedures below:

- Instructors must be present and ready **on time according to the scheduled class time**.
- For online classes, instructors must share the class link with students **at least 10 minutes before the scheduled class time**.
- Instructors must wait for at least **15 minutes after the scheduled starting time** for students to join.
- If no student joins within the 15-minute waiting period, the instructor may leave the session, and the class will be **counted as a paid class**.
- The class number must be clearly mentioned in the daily class-link message shared with students.
Example: “Class 05 | French A1 | Class Link: [Link]”
- Instructors must maintain an accurate class count throughout the batch.
- After **every class**, instructors must post a **class progress update** in the designated **BDFLC Teacher Class Progress Slack channel**.
- The class progress update must include:
 - **Batch name/level**
 - **Date**
 - **Pages/topics covered in the current class**
 - **Pages/topics planned for the next class**
 - **Homework**, if applicable
- Instructors must use the **standard format** provided in the Slack channel to ensure consistent and transparent progress tracking.



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- BDFLC will calculate the total payable teaching hours based on the **verified class records and class progress updates**.

4. Teaching Responsibilities

Instructors are required to:

- Follow the **course books and teaching materials assigned by BDFLC** for the relevant course and level.
- Conduct classes according to the approved course structure and syllabus.
- Maintain professional teaching standards and provide students with appropriate guidance throughout the course.
- Complete the assigned course content within the designated course duration whenever reasonably possible.
- **Record all online classes** as required by BDFLC.
- Maintain punctuality and regular attendance.
- Inform BDFLC in advance regarding any unavoidable circumstances that may affect a scheduled class.

5. Institutional Guidelines & Policies

Class Cancellation

- Class cancellation is permitted only for valid reasons supported by appropriate evidence.
- Instructors must inform BDFLC as early as possible if they are unable to conduct a scheduled class.
- Repeated or unauthorized cancellations may result in disciplinary action or termination of the teaching assignment.

Professional Commitment

- Instructors are expected to maintain their commitment to assigned classes throughout the agreed batch duration.
- Instructors must have **access to a laptop or desktop computer** when conducting online classes.
- Class assignments will be provided based on **BDFLC's scheduling requirements and the instructor's availability**.

6. Code of Conduct

To maintain a professional, ethical, and respectful learning environment, instructors must strictly follow the following policies.

Strictly Prohibited Activities

- Encouraging or directing students to take private tuition outside BDFLC.



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- Directly contacting students without prior institutional approval.
- Requesting or initiating financial transactions with students.
- Engaging in activities that may harm or tarnish the reputation of BDFLC.
- Communicating with students through platforms other than **Slack**, unless specifically authorized by BDFLC.
- Sharing or promoting personal services, courses, businesses, or external institutions to BDFLC students without prior approval.
- Engaging in fraudulent, dishonest, or unethical activities.

Any violation of these policies may result in immediate disciplinary action, including termination of the teaching assignment.

7. Document Submission Requirements

All instructors are required to submit the following documents to the BDFLC office:

Office Address:

2nd Floor, 25/C, Indira Road, Farmgate, Dhaka-1215, Bangladesh

Required Documents:

- Two copies of passport-size photographs
- Graduation Certificate
- Language Certificate (B1 / N3 / HSK3 or equivalent)
- National Identification Card (NID)

8. Confirmation & Next Steps

Confirmation:

Please confirm your acceptance of this offer and indicate your preferred course levels and available teaching schedules.

Document Submission:

Kindly submit all required documents to the BDFLC office at your earliest convenience.

Questions & Clarification:

If you have any questions or require further clarification regarding the position, compensation, schedule, or institutional policies, please contact the BDFLC team.

We look forward to your valuable contribution to **Bangladesh Foreign Language Club (BDFLC)**.

Regards,

BDFLC Team

25/C, Indira Road, Farmgate, Dhaka-1215, Bangladesh

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